



New York Metropolitan Branch
339 Lafayette Street, New York, NY 10012
(212) 533-2125 – info@wilpfnymetro.org

2008 - 2009 INTERNSHIP PROGRAM APPLICATION

Application Instructions for WILPF Internship

Sending in the Application Materials

WILPF strongly prefers all application materials to arrive together in one large envelope via mail or hand delivery. But if absolutely necessary, references can be sent separately. For those who reside outside the United States, emailing portions of your application is acceptable.

Application Form

We encourage applicants to type the requested information on the form, however, due to the difficulties applicants may incur in typing in the information on a Word document, handwritten ones are acceptable. Please do not attempt to recreate the Application Form on your own and type in your information.

Application Form Addendum

There is no form for the addendum. Applicants should compose a one page, single-sided document that succinctly answers all five questions listed on the application form. (Not one page per question, but one page for all questions combined).

References

You must supply two separate letters of references. The Work/Academic Reference Letter must be completed by someone who knows you well from a work, volunteer or school situation. It is preferable that this person was a direct supervisor or professor. If the reference is currently living in a location where it would be difficult for WILPF to receive the completed form in a timely manner, then the reference can fax the letter or send an electronic copy via email to info@wilpfnymetro.org.

Deadline Date & Confirmation Email

Applications should arrive at the WILPF office by the preferred dates.

WILPF will send an email confirmation within five (5) business days after our office personnel receive your completed application.

WILPF does not send confirmation emails for individual pieces of your application that may have been sent separately, such as references.

Decision Notice

WILPF will send a decision notice by October 10th, 2008. Candidates who do not receive any notice from WILPF by that time (or by October 13th if you requested the decision by post) should contact WILPF at info@wilpfnymetro.org.

Format of Application Materials

Applications received by WILPF are run through a copier and scanning machine. In consideration of this process, we encourage applicants to submit their materials in the following manner:

- Please do not staple your papers together (paper clips and small binders are fine).
- Please print your materials on normal, white paper and avoid heavy resume type paper or papers with special backgrounds and colors.
- Please do not place individual sheets of your application in special sleeves or folders.
- Please make sure your documents are one-sided.
- WILPF does not have a preference whether documents are single or double spaced. Nor do we have a specific margin requirement. But when submitting your documents, please consider if your document will be reader-friendly after it has been copied several times.

Answers to Frequently Asked Questions Regarding Applications

To whom should I address my application?

Application materials should be directed to the Internship Selection Committee.

What are the application requirements if I have previously applied for a WILPF internship?

If you have applied with WILPF within the past two years, please send an updated application form, application addendum, cover letter and resume. Applicants may submit a new writing sample and recommendation forms if they wish.

Are applicants from nations outside the United States treated differently in the application process?

WILPF routinely selects interns who maintain residency outside the United States. For international field office internships and fellowships, the candidate must have the appropriate visa and passport to arrive in New York City, NY for the program. WILPF staff will not assist in acquiring visas for the international intern or fellow's stay in the field office location.

For additional questions not answered in the FAQ section, please email us at info@wilpfnymetro.org.



WILPF NY Metro Internship

Name		Email			
Phone	Type of phone	Alt. Phone	Type of phone		
Current Address		Decision Notice	<input type="checkbox"/> I prefer to receive the decision via EMAIL <input type="checkbox"/> I prefer to receive the decision via US mail		
College		Major(s)		GPA:	Yr in School:
Graduate School		Degree		GPA:	Yr in School:

Position(s): Please circle the appropriate session and indicate all the internship positions for which you wish to apply.

NY Fall NY Spring NY Summer
 Glamorous Genocide & Hi Tech Torture Militarization of Fashion Custom Designed

Foreign Language Skills: Level of Expertise

Languages (other than English).

Instructions for Application Form Addendum

Please answer the following questions on a separate document. Fit all five answers within a one page, single-sided document. (Not one page per question, but one page for all 5 questions.) 1. List your experiences living outside of your home nation beyond one week, noting the specific length, the purpose and activities conducted during your trip. 2. List and briefly describe your current and prior commitments to social justice. 3. How did you first hear about WILPF? Through what avenues have you become more familiar with WILPF's work and internship program? Please list location of speaking engagements and names of contacts if appropriate. 4. List the name, phone # and email address of your two references. 5. List the dates of involvement, name and location (city and state) of any affiliate organizations.

Please mail your application materials to:	Please send all of these items together in one mailing in the following order:
WILPF NY Metro Attn: Intern Application 339 Lafayette Street New York, NY 10012	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Internship Application Form <input type="checkbox"/> Cover Letter describing your interest in a WILPF internship <input type="checkbox"/> Resume <input type="checkbox"/> Application Form Addendum <input type="checkbox"/> 2 Letters of Reference <input type="checkbox"/> Minimum 2 page writing sample – can be excerpted from longer sample

Questions: Please email us at info@wilpfnymetro.org .