



## KNFTHC INTERN APPLICATION

### **Background Checks and Eligibility Requirements**

Kaw Nation Domestic Violence Department provides sensitive and confidential assistance, shelter, and support to victims of domestic violence and sexual assault, which may include assistance to their dependents. Because this position involves regular contact with vulnerable adults, and in some cases, minors, a background check is required as part of the hiring process to ensure the safety of our clients.

As such, an applicant must meet minimum standards of character. A history of convictions for domestic violence, violent crimes, sex offenses, or crimes of moral turpitude may disqualify certain individuals from this position, consistent with tribal and federal laws. Depending on background check results and position responsibilities, applicants may be required to undergo fingerprinting and additional checks, such as drug screenings. Additional background checks or screenings may be required throughout the internship or if there is a change in position.

By signing below, you acknowledge and agree to the following:

1. You understand that a background check is a condition of this internship and may be used to determine your eligibility or suitability for the position for which you are applying.
2. You authorize the Kaw Nation and its agents to conduct a background investigation, including inquiries into criminal records, employment history, education verification, and other relevant information.
3. You consent to the release of information from law enforcement agencies, former employers, educational institutions, and other relevant entities for the purpose of conducting this background check.
4. You certify that the information provided in this application is true and complete to the best of your knowledge. You understand that any false or misleading information, omission, or failure to disclose criminal history may result in disqualification from consideration or termination of employment.

## Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to an offer for an internship, I understand that further documentation and/or verification of the information provided may be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Information

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

*Last First M.I.*

Address: \_\_\_\_\_ Phone : \_\_\_\_\_

*Street address Apt/Unit #*

\_\_\_\_\_  
*City State Zip Code*

Email: \_\_\_\_\_

Are you over the age of 18? Yes ☐ No ☐

Have you ever worked for Kaw Nation? Yes ☐ No ☐

If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime (other than speeding or parking tickets)? Yes ☐ No ☐

If yes, attach a separate page providing the offense, date of conviction, the court in which you were convicted, the case number, and any additional information you deem pertinent.

## Education

(If applicable. Education is not required as a condition for internship.)

High school: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

## References

(If applicable, please List 3 References - Personal or Professional.)

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Company: \_\_\_\_\_  
Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Company: \_\_\_\_\_  
Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Company: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Interests

(Check all that you are most interested in learning about during your internship)

- Direct Service:
  - Crisis Intervention ☐
  - Intake and assessments ☐
  - Coordination of services ☐
  - Case Management ☐
  - Emergency Shelter and Housing Assistance ☐
  - Transportation ☐
  - Hotline Crisis Intervention ☐
- In person victim advocacy
  - Court advocacy ☐
  - Law enforcement interview accompaniment ☐
  - Sexual assault advocacy/accompaniment ☐
  - Shelter services and advocacy ☐
- Outreach and Awareness:
  - Service Awareness Booths ☐
  - Social Media ☐
  - Content Creation ☐
  - Event planning ☐

**Why do you want to intern for KNFTHC?**

What does the term 'victim advocacy' mean to you?

SEND COMPLETED APPLICATION TO INTERN COORDINATOR: CORRIE O'BANION AT:  
**DVADVOCATE@KAWNATION.GOV**