



Theology of the Body Institute Intern Program

The program is designed for dedicated young Catholics who desire to help advance the Institute's mission of educating and training men and women to understand, live and promote Pope John Paul II's Theology of the Body.

Internships will focus on four main areas of support:

- Communications, Development, Marketing, and Administration
- Internships are full time three to nine months in length

Internship Duties:

- Contributing to the planning and implementation of marketing and development strategies to bring TOB to the broader Church and Society.
- Event planning, data entry, basic clerical duties, individual projects.
- Website design, resource development, marketing support.
- Participating in planning TOB Institute classes and events.
- Duties may vary based on individual preferences and skill set.

Internship Requirements:

- 18-35 years of age high school graduate or equivalent.
- Willingness to work in a professional and prayerful environment.
- Dependable, dedicated, professional and prayerful.
- Ability to multitask and handle all areas outlined above.
- Be able to work independently to meet weekly deadlines.
- Strong written and verbal communication skills.
- Converse comfortably on the topic of Theology of the Body.
- Computer skills should include: Expert knowledge in all Microsoft Office programs. Database: E-tapestry database knowledge is a plus.
- Interns are responsible for their own travel and return trip to Philadelphia, PA where TOB Institute offices are located.

Benefits & Compensation:*

- Housing will be provided for all interns
- Attendance and participation at TOB Institute courses & events that fall within the intern's volunteer period.
- Networking with the top influencers on the subject of TOB.
- References will be provided from TOBI board, staff and teachers based on interns excellence during TOB Internship.
- Interns are responsible for their own meals and transportation.

*This is an unpaid internship

Application Process

Interested candidates should send an email to:
internships@tobinstitute.org with the following:

- 1. Resume**
- 2. Cover letter (include proposed start and end dates)**
- 3. Two letters of reference with contact information
(at least one must be from a priest or religious)**

Candidates will be notified of their status as a TOBI intern within two weeks of receiving full application and completion of a telephone interview.

*Theology of the Body Institute is 501c3 non-profit organization based in the greater Philadelphia area. Our mission is to educate and train men and women to understand, live and promote John Paul II's Theology of the Body. Visit us on the web at:
www.tobinstitute.org*



Internship Application

Personal Information

Date of Application _____ Birth Month &

Day _____

Last Name _____ First Name _____ Middle Name _____

Home Phone _____ Work Phone _____ Other Phone _____

Street Address _____ City/State/Zip _____

E-mail Address _____ Social Security

Number _____

Valid License? _____

Are you legally authorized to work in the U.S.? Yes No _____

Have you ever been convicted of a felony or entered a nolo contendere plea? Yes No _____

If yes, please explain (Attach 2nd sheet if needed.) _____

A conviction or plea record will not necessarily disqualify an applicant from employment

How did you hear of us? _____

Emergency Contact

Name _____ Relation _____ Phone _____

Education

From _____ To _____ Name of School _____ City/State _____ Major _____ Course _____ of
Study/Degree _____

Work History

From _____ To _____ Employer _____ City/State _____ Position _____ Salary _____ Supervisor _____ Phone _____

Reason for Leaving _____

Contract or Temporary Work History

Reason for From	To	Company Assigned	Staffing Service	City/State	Position	Salary	Supervisor	Phone
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Leaving _____

Expertise Please describe your areas of expertise and experience that would qualify you for a position with _____.

Professional Certifications What professional certifications do you hold?

Professional Memberships List any professional associations in which you participate and title and date of offices held.

Computer Skills What computer systems are you proficient with?

Please read and sign

I understand that this application will be considered current for a period of six (6) months after it is filed. If I wish to be considered for employment after that period, I must submit a new written application in person.

I hereby authorize The Theology of the Body Institute to check my references of past employment and personal history, without limitation, including my criminal history, my driving record, and my credit references (as these items are necessary for a prospective customer engagement), and I agree to relieve The Theology of the Body Institute of any liability which might result from requesting or obtaining information from others. I understand that The Theology of the Body Institute may make inquiries about me, and may obtain an investigative consumer report concerning my character, general reputation, and general mode of living. I understand that if such an investigative consumer report is obtained by The Theology of the Body Institute information concerning its nature and scope will be provided to me upon my written request, in compliance with the Fair Credit Reporting Act.

I agree to abide by the company's Drug and Alcohol Policy. Whenever directed by that Policy, including any time that I am involved in an accident and/or injured while performing my job for The Theology of the Body Institute, I will submit to a drug and alcohol test. I give my consent for the release of test results to The Theology of the Body Institute, its agents, and representatives for their use in investigating my compliance with the company Drug and Alcohol Policy. I also give my consent to The Theology of the Body Institute to inform clients as to whether I am in compliance with the clients' drug and alcohol policies. A positive drug or alcohol test, or the refusal to submit to such a test, may result in disciplinary action against me, including termination of my employment.

I understand that The Theology of the Body Institute prohibits harassment of any kind. As an employee of The Theology of the Body Institute, I can report any instance of harassment to my manager or to the Chairman of the Board.

I understand that if I am injured on the job, it is my responsibility to notify the Director of Operations the very same day such injury occurs. If I do not notify Director of Operations of an on-the-job injury the same day it occurs, The Theology of the Body Institute can assume that I was not injured on the job. If I test positive for drugs or alcohol after being injured on the job, this can result in the denial of worker's compensation benefits,

I understand that CBI Group is committed to the philosophies of Equal Employment Opportunity, and does not discriminate on the basis of race, color, religion, national origin, age, sex, citizenship, disability, disabled veteran status, or Vietnam-Era veteran status.

In compliance with the Americans With Disabilities Act, The Theology of the Body Institute will provide reasonable accommodations to qualified individuals with disabilities, and applicants and employees with disabilities. I understand that I may make requests for such accommodations at any point in the hiring process and at any time during my employment with The Theology of the Body Institute.

I certify that the information contained in this application is accurate and complete. I understand that any misrepresentations (false information) or omissions (failure to provide information) by me in this application will be sufficient cause for the cancellation of my application for employment, or termination of my employment if I become employed by The Theology of the Body Institute.

I understand that my employment relationship with The Theology of the Body Institute is voluntary and at-will, and that I have the right to terminate my employment at any time. Similarly, The Theology of the Body Institute also has the right terminate my employment at any time.

Signature of applicant: _____ Date: _____