



**Cincinnati
Museum
Center**

Reference form for Intern Applicants

_____ (Name of potential intern) is applying to become an intern with Cincinnati Museum Center. As an intern, he/she may work directly with children, irreplaceable artifacts, valuable specimens or exhibit material. Therefore, it is our policy to check the references provided by the applicant, and we would appreciate your help in the screening process.

At your convenience, please answer the questions below and add any comments you wish to share about the applicant. You can be assured that the information you submit will be kept confidential.

Your name: _____

Email: _____ Phone: _____

Date: _____

1. How long have you known this intern candidate? _____
2. In what capacity have you known him/her (employer, teacher, coach, etc...)?

3. What strengths would this person bring to Museum Center?

4. Would this person have any difficulties fulfilling his/her duties as an intern? If so, please comment: _____
5. Is this person dependable, responsible and organized?

6. To your knowledge, does this person interact well with people?

7. Do you know of any reason why this person should not be considered for an internship position with Museum Center?

8. Is there anything else you would like to share about this applicant?

Thank you for your assistance.

Please submit this form to: Angie Smorey, Director, Volunteer & Intern Services

asmorey@cincymuseum.org

Mailing address:

Cincinnati Museum Center

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