



The National Center for Missing & Exploited Children

Internship Application

Thank you for your interest in becoming an intern at the National Center for Missing & Exploited Children (NCMEC). Interns contribute substantially to the work of NCMEC, and NCMEC's staff work closely with interns to make the experience as rewarding as possible.

NCMEC is a private, nonprofit organization, mandated by the United States (U.S.) Congress and works in cooperation with the U.S. Department of Justice through their Office of Juvenile Justice and Delinquency Prevention. It is a vital resource for law-enforcement agencies throughout the country in the search for missing children and quest for child protection. Since its creation in 1984, NCMEC has worked with law-enforcement agencies on more than 148,160 missing-child cases resulting in the recovery of more than 132,300 children.

NCMEC's staff is composed of dedicated professionals with many years of experience in relevant areas. As the workload of NCMEC continues to grow and resources are continually being stretched, the contributions of interns are extremely important. NCMEC interns who share the same belief in our goals help to make the success stories happen.

What are the Requirements to Intern at NCMEC?

The nature of NCMEC's activities require that interns

- be able to work at NCMEC's headquarters located at 699 Prince Street, Alexandria, Virginia 22314 or at one of our branch offices
- work during normal business hours (Monday through Friday, 9am to 5pm)
- be available to work between eight (8) and 12 weeks, at minimum, 20 hours per week, during the Fall, Spring, or Summer semesters
- undergo initial and periodic background checks
- have completed at least two years of undergraduate studies (or working toward a Master's or Juris Doctorate degree, depending on position)

Where Could I Fit In?

There are a variety of internship positions for undergraduate and graduate students. A complete, detailed listing of available positions is accessible on our web site, www.missingkids.com.

How Do I Apply?

An application form is enclosed. Please carefully complete the form and attach a Statement of Purpose, your current résumé, and official or unofficial transcripts, (and writing sample, if applicable), and return them to us either by mail or fax. Your interest in NCMEC is very much appreciated, and we look forward to helping you find a rewarding and fulfilling experience.

Should you need additional information, please visit our web site at www.missingkids.com under "How Can I Help?" or contact the internship coordinator at the National Center for Missing & Exploited Children at interns@ncmec.org

Send to Internship Coordinator
National Center for Missing & Exploited Children
Charles B. Wang International Children's Building
699 Prince Street
Alexandria, VA 22314-3175

Fax to 571.482.3390

Applications must be received by the application deadline; July 31 for Fall semester, December 1 for Spring semester, and March 1 for Summer semester.

What about housing and transportation?

NCMEC does not provide housing for interns nor do we provide a stipend to cover living expenses. NCMEC does, however, pay for public transportation costs associated with commuting to and from work or daily parking fees for days worked.

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I. Administrative Information

Personal

Name _____
last first middle initial

Permanent Address _____ City _____

State _____ Zip Code _____ Telephone _____

E-mail Address _____

School/Local Address _____ City _____

State _____ Zip Code _____ Telephone _____

Emergency Contact

Name _____ Relationship _____

Daytime Telephone _____ Evening Telephone _____

Address (if different from above) _____

City _____ State _____ Zip Code _____

Most Recent Employer

Company/Organization Name _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

Supervisor Name _____ Start Date _____ End Date _____

Duties and responsibilities _____

Educational Background

High School _____ City and State _____

Graduation Date _____ Activities _____

<u>College</u>	<u>City and State</u>	<u>Dates Attended</u>	<u>Major</u>
_____	_____	_____	_____
_____	_____	_____	_____

Expected Date of Graduation _____

<u>Graduate or Trade School(s)</u>	<u>City and State</u>	<u>Dates Attended</u>	<u>Major</u>
_____	_____	_____	_____
_____	_____	_____	_____

Expected Date of Graduation _____

Previous Internship(s)/Work Experience – Please list two of your most recent intern/work experiences.

1. Company/Organization Name _____
Address _____ City _____
State _____ Zip Code _____ Telephone _____
Supervisor Name _____ Start Date _____ End Date _____
Duties and responsibilities _____

2. Company/Organization Name _____
Address _____ City _____
State _____ Zip Code _____ Telephone _____
Supervisor Name _____ Start Date _____ End Date _____
Duties and responsibilities _____

Semester you are applying for (please circle) Fall Spring Summer Year _____

Days and times you are available _____

Positions Some of our available positions are listed below. Please denote any that you feel would best fit your skills and abilities in order of interest. Also please note any other skill(s) you have which may be utilized at NCMEC.

- | | |
|--|--|
| <input type="checkbox"/> Case Assistant Intern | <input type="checkbox"/> International Case Assistant Intern |
| <input type="checkbox"/> Project ALERT Intern | <input type="checkbox"/> Fund-Raising/Development/Marketing Intern |
| <input type="checkbox"/> International Legal Assistant * ^ | <input type="checkbox"/> Public Affairs Assistant Intern |
| <input type="checkbox"/> Legal/Public Policy Assistant* ^ | <input type="checkbox"/> NetSmartz Assistant Intern |
| <input type="checkbox"/> Public Relations Video Editor | |
| <input type="checkbox"/> Case Analysis Intern | |
| <input type="checkbox"/> Forensics Intern | |
| <input type="checkbox"/> Human Resources Intern | |
| <input type="checkbox"/> Family Advocacy Intern | |

*Law students only

Special Skills _____

II. Statement of Purpose, Résumé, and Transcripts

Please compose a two-paragraph, typed statement including information on

- why you wish to intern at NCMEC
- your future career goals
- how an internship at NCMEC would be beneficial to your pursuit of those goals
- why you are qualified to undertake this position

Please enclose the Statement of Purpose, your current résumé, and all appropriate transcripts with this application.

^ Law Students must also submit two (2) writing samples. (an eight to ten page legal memo and a five to seven page substantive writing sample from undergraduate or law school courses)



III. Integrity

Much of the work at NCMEC involves activities that are confidential. A breach of the trust that has been established over the years between NCMEC and its clients could adversely affect the prosecution of a case or even the successful recovery of a child. Thus NCMEC requires a background check be made of all volunteer applicants.

List two references of people, not related to you, who are familiar with your abilities. **Include one work reference and one academic reference.** Please make your references aware that the intern coordinator at NCMEC may contact them.

Name _____ Relationship _____

Daytime Telephone _____

Name _____ Relationship _____

Daytime Telephone _____

Have you ever been convicted of a felony? _____

Have you ever been accused of any crimes involving a child? _____

If you answered yes to either of the above questions, please explain in detail on this page. Use the reverse side of this page and/or additional pages if necessary.

By signing the statement below, you certify that the information you supplied is true and correct to the best of your knowledge.

I understand and consent to NCMEC's policy that all interns and volunteers undergo a criminal background check upon selection as an intern or volunteer, and that background checks will be made periodically on me throughout my affiliation with NCMEC. Further, I agree to maintain the confidentiality of NCMEC's information including its clients, and I understand that a breach of this agreement could be detrimental to the recovery of a child and/or the prosecution of a case involving a missing or exploited child.

Date of Birth _____

Place of Birth _____

Social Security # _____

Date _____

Printed Name _____

Signature _____

IV. Intern Agreement

We appreciate your interest in becoming an intern at NCMEC and look forward to working together to improve the lives of children. As a nonprofit organization, much of our success also depends on our ability to have exclusive use of any publications or other work you may create for the benefit of NCMEC while you are interning. Our ability to control the information and work done for the benefit of NCMEC helps us protect our name and enhance our effectiveness as advocates for children. That is why we are asking you to read and sign this agreement.

1. You hereby acknowledge NCMEC to be the sole, exclusive, and perpetual owner of any ideas, concepts, plans, creations, or work products (collectively the "Works") produced for NCMEC, which ownership shall entitle NCMEC, among other things, to all rights, title, and interest in and to the copyright of the Works and all reproductions thereof, including the right to transform, alter, or adapt the Works and to create derivative works thereof. You and NCMEC expressly agree that the Works shall be considered a "work made-for-hire" as that term is used in the United States copyright law. To the extent that you may be deemed to have any right, title, or interest in the Works under the United States or foreign law, you hereby assign to NCMEC. In addition you hereby waive any so-called "moral rights" with respect to the Works.

You agree that you shall not reproduce or authorize reproduction, publication, or use of the Works without the prior written consent of NCMEC.

2. You may request of NCMEC the right to make limited reproduction, at your own expense, of the Works for noncommercial use consistent with NCMEC's mission, but NCMEC shall have absolute discretion whether or not to accede to your request and exercise of such discretion shall not be questioned by you before any court or tribunal whatsoever. In the event that such permission is granted, NCMEC will charge no fee for the use of the Works.
3. You warrant and represent that the Works will be original and created by you, that publication and use thereof will not infringe any copyright or any other right of any person or entity or be otherwise unlawful. You agree to indemnify and hold harmless NCMEC and its licensees from any claim, damage, loss, or expense (including reasonable attorney's fees) arising out of any of the foregoing warranties or representations.
4. This agreement shall constitute the entire agreement between you and NCMEC, and may be altered only by subsequent written agreement. The laws of the State of Virginia shall govern this agreement.

If the foregoing terms are acceptable to you, please indicate by signing and returning this agreement with the rest of your application. Make sure you retain a copy of the signed agreement for your own records.

Signed, Accepted, and Agreed _____ Date _____