



Classic Semester Internship Program Information

Oaksterdam University offers internships for each classic semester class. The internship program is designed to provide those seeking to participate in the course with the opportunity to learn about the cannabis industry and movement (with an emphasis on the legal aspects) through assisting with class and curriculum related preparation.

Eligibility: A candidate must be 21 years of age and available to commit to a period of 15 weeks consecutively.

General Information: Interns are expected to work 15 - 20 hours a week during the 15-week internship period. Internships are offered with each classic semester class. At the end of a successfully completed internship, Oaksterdam University will actively work towards aiding the participant in the process of seeking employment in the industry if they so choose. All interns are subject to the company's employee rules, which will be made available to them once they have been accepted into the program.

Application Procedures: Candidates must complete an application form and submit it with a cover letter, one letter of recommendation, and a resume. All applications must be submitted as a complete package. Incomplete applications will not be considered or reviewed. No exceptions.

Application Deadlines: All applications are due three weeks prior to each classic semester start date, as listed on the website.

Mail or Deliver Applications to: Oaksterdam University
Attn: Facilitation Dept.
1600 Broadway
Oakland, CA 94612

*** For your privacy, we recommend that you DO NOT EMAIL your applications.**

Please read the following information carefully before filling these forms out.

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter (which may be handwritten) and a letter of recommendation, and a resume. All applications must be submitted as a complete package. Incomplete applications will not be considered or reviewed. No exceptions are made on incomplete applications.

The following application will provide us with the information that is necessary in the selection process of interns. The information given is kept strictly confidential and at the time of the applicant has the right to withdraw or change information on their form.

(Please type or print clearly)

Name: _____

Present address: _____

Permanent address: _____

Phone number: _____

Email address: _____

Days of the week availability: *Please place a X on the days you are available

___Mon ___Tues ___Wed ___Thurs ___Fri ___Sat ___Sun

Hours of the days you are available: (i.e. 8am - 8pm)

_____ Monday _____ Thursday

_____ Tuesday _____ Friday

_____ Wednesday _____ Saturday

_____ Sunday

Education:

Type of school Degree/Date	Name and location	Certificate and or
High School	_____	_____
College	_____	_____
Other:	_____	_____
_____	_____	_____

References: Please list three references, not related to you, that have known you for a minimum of two years. These references will be contacted regarding your work capabilities.

Name:	Address and Phone number:	Years known:
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____

Employment History: (All paid, volunteer and or intern positions)

*List the last 2 Employers starting from the last one first.

Current or Most Recent Employer: _____

Address: _____

Telephone number: _____

Supervisor (Name & Title): _____

Position Title: _____

Start date: _____ End date: _____

Description of duties: _____

Employment History: (All paid, volunteer and or intern positions)

Most Recent Employer: _____

Address: _____

Telephone number: _____

Supervisor (Name & Title): _____

Position Title: _____

Start date: _____ End date: _____

Description of duties: _____

*** Please check the areas that are of particular interest to you. If you check more than one category please prioritize in numbered order.**

Politics/Activism: _____ Horticulture: _____
Industry Employment: _____ Business: _____
Other (please specify): _____

Please list any activities or groups that you are involved with relevant to this internship.

Please list strengths, such as office skills, and or experience that would help you in your internship with Oaksterdam University.

Volunteer Opportunity:

If you do not receive an internship at Oaksterdam University, would you be interested in volunteering with us? We encourage everyone to take part when they can and help the movement by volunteering your time. We have many volunteer opportunities in the Cannabis Industry. We host booths of information at many Cannabis events and conferences. Volunteering for the booths gives you the opportunity to network with other members of the cannabis industry.

Days of the week availability: *Please place a X on the days you are available

___Mon ___Tues ___Wed ___Thurs ___Fri ___Sat ___Sun

Hours of the days you are available: (i.e. 9am - 8pm)

_____ Monday _____ Thursday
_____ Tuesday _____ Friday
_____ Wednesday _____ Saturday
_____ Sunday

Confidentiality Statement:

I understand that in the course of my work I may have access to information about individuals, which is highly private/confidential relating to enrollment.

I agree not to disclose information of personal or confidential nature to anyone or any organization without the permission of the person(s) concerned. In the event of the breach of confidentiality I understand that disciplinary action may be taken:

Signed (Applicant): _____

Print Name: _____

Date: _____

Signed (Employee): _____

Print Name: _____

Date: _____

I certify that all of the above statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or my dismissal.

Signature: _____ **Date:** _____

Thank you for taking the time to complete this application!