



Ho-Chunk, Inc. 2018 Summer Internship Program

Purpose

The Ho-Chunk, Inc. Summer Internship Program will provide valuable work experience within a business environment to outstanding college students ranging from the freshman year through the master's level. The purpose of the program is to provide summer employment, positive work training experience, identify and track potential tribal members for potential full-time employment. Each intern will be assigned to a specific business unit within Ho-Chunk, Inc. and a supervisor/coach based on their educational goals and interests. Information about Ho-Chunk, Inc. and its subsidiaries can be found at www.hochunkinc.com

Application Process

All applicants must submit a completed application, letter of interest, resume and one form of recommendation to the following address no later than **Thursday, March 15, 2018**; incomplete applications will not be accepted. An interview will be scheduled for each applicant who submits a completed application and meets the criteria outlined below. Transcript documentation is required to complete the application. Submission of your current semester transcript will need to be turned in no later than **Friday, May 11th, 2018**. Applications will not be considered if all required documentation is not turned in by the specified dates.

[Download application](#)

Mail or Deliver to:

Ho-Chunk, Inc. Summer Internship Program
Attn: Felicia Torres
1 Mission Drive, PO Box 390
Winnebago, NE 68071

Criteria

To apply for the Ho-Chunk, Inc. Summer Internship Program, applicants must meet the following criteria:

- Must have an overall GPA of 2.5 or above
- Must have a valid driver's license and be insurable
- Must be a U.S. Citizen
- Preference is given to an enrolled member of the Winnebago Tribe of Nebraska or another federally recognized tribe.
- Must have successfully completed a minimum of one full semester at an accredited college or university
- Preference given to students majoring in an area of Business, Management, Accounting, Finance, Law Information Technology, Economics, Sales/Marketing, Communication, Legal and Compliance, or other business related degree program.

Summer Internship 2018 Program Dates and Deadlines:

Dates: May 21st - August 3rd, 2018

Deadline: March 15th, 2018



Ho-Chunk, Inc. 2018 Summer Internship Program
Summer Internship Application

Name: _____ Date: _____

Current Address: _____

Permanent Address: _____

Email: _____

Cell Phone No.: _____

Tribal Affiliation: _____ Enrollment No: _____

Have you ever participated in the Ho-Chunk, Inc. Summer Internship Program? Yes No

If yes, please indicate when _____

Name & Address of College or University: _____

Major: _____ Cumulative GPA: _____

Minor: _____ Class Year: _____

Expected Date of Graduation: _____

If Selected:

a.) Date available to begin your internship? _____

b.) Can you commit to the entire 11-week program? Yes No

Required Documents:

- Statement from your educational institution showing cumulative GPA
- Resume
- Letter of Interest (describing why you have applied for the Ho-Chunk, Inc. Summer Internship Program)
- One (1) form of Recommendation



Ho-Chunk, Inc. Summer Internship Program

Applicant Recommendation Form

Student Name: _____

I hereby waive my rights to see these recommendations prior to selection.

Student Signature: _____ Date: _____

To the individual completing this form:

Part of the Ho-Chunk, Inc. Summer Internship Program application requires recommendations from two individuals, preferably either a faculty member or employer. Ho-Chunk, Inc. would appreciate a candid reference on the above named candidate. Thank you for taking the time to complete this form.

How long have you known this candidate?

What capacity have you known the individual?

Please list five adjectives that best describe the candidate:

In your opinion, how will the candidate adapt to a professional setting?

Please rate the candidate in the following areas. (On a scale of 1=poor to 5=outstanding)

**If any required documents are missing, application will be considered incomplete.*



Ho-Chunk, Inc. Summer Internship Program

Maturity	1	2	3	4	5
Respect for others	1	2	3	4	5
Honesty	1	2	3	4	5
Tactfulness	1	2	3	4	5
Discretion	1	2	3	4	5
Work Habits	1	2	3	4	5
Professional Appearance	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Motivation	1	2	3	4	5
Flexibility	1	2	3	4	5

Would you recommend the candidate:
with some reservation _____ without reservation _____ enthusiastically _____.

Additional Comments: *Please add a few comments as to why you believe this applicant would or would not make a successful intern.*

Name: _____ Title: _____

Organization: _____

Address: _____

Daytime #: _____ Email: _____

Signature: _____ Date: _____

Please send the completed form to:

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1 Mission Drive, PO Box 390
Winnebago, NE 68071

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