

**OCO, Inc.**  
239 Oneida Street, Fulton, New York 13069  
*Internship/Volunteer Application*



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

When and where is the Best Time To Contact You: \_\_\_\_\_

College Attending: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ He/She can be reached at: \_\_\_\_\_

How many hours do you need to complete? \_\_\_\_\_ When are you available to start? \_\_\_\_\_

What days and hours are you available to volunteer or complete your internship?

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Friday \_\_\_\_\_  
Sat \_\_\_\_\_ Sun \_\_\_\_\_

**Please list your last two employers or volunteer experiences**

1. Current or Last Employer: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Previous Employer: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**List the names, addresses and phone numbers of three references:** (Use a blank piece of paper if necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you have a valid NYS Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have access to a reliable, properly insured and registered vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list any physical restrictions we may need to accommodate:

**Internships are competitive. Opportunities may be available in the areas listed below- please place a check mark next to your area(s) of interest.**

**Youth Services**

- PATH- Program to Assist the Teenage Homeless
- YES! - Youth Emergency Services
- OPTIONS - Assisting pregnant/parenting teens
- Horizon House – Residential Foster Care Program
- YEP - Youth Enterprise Program
- RASP - Rural After School Program
- SOS - Street Outreach
- ACT (Assets Coming Together for Youth)
- General - Office based Youth Specialist
- Fulton School Mentoring Program
- Back Street Books and Bistro - retail based skills building

**Children’s Services** - Assist classroom staff in any of these settings:

- Head Start - A federally funded pre-school program for 3 and 4 year olds (September through early June)
- Day Care - Facility based in the Industrial Park in Phoenix - also offers Head Start services (Year Round)
- Pre-K - A developmentally appropriate pre-school program for 4 year olds (September through early June)

**Mental Hygiene**

- Transitional Living - Assist staff with activities for residents with a mental illness diagnosis
- FYF - (Fulton Youth and Family) Assist Case Managers dealing with high-risk families
- HIP – Homeless Intervention Program

**SAF - Services to Aid Families**

- SAF House Associate - Assist in a domestic violence shelter
- Domestic Violence Research Assistant - Gather/Track Information
- Child Care Assistant - Participating in recreational/developmental activities with children
- Abuse & Assault Hotline - Answer hotline supporting victims of domestic violence \* **Requires extensive training**

**Health Services**

- Health Educator - Assist with education on STD’s HIV, (pregnancy prevention, smoking cessation, drug/alcohol abuse)
- Medical Assistant - (Must be a student/graduate of an accredited program) Assist health center staff
- Health Center Assistant - Meet/greet patients, complete satisfaction surveys
- Administrative Assistant - includes clerical, phones, public relations, etc.
- Facilitated Enroller Assistant - Assist staff with general clerical duties.
- Medical Billing –

**Administrative**

- Accounting
- Information Systems
- Human Resources

**Please explain what your expectations of your internship are:** (Use a blank sheet if necessary)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*