



**International Centre**  
**FOR MISSING & EXPLOITED CHILDREN**

## **INTERNSHIP APPLICATION 2015 - 2016**

### *The International Centre for Missing & Exploited Children*

*Making the world safer for children by eradicating child abduction, sexual abuse and exploitation.*

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

ICMEC is a private, nonprofit organization, working to make the world safer for children by eradicating child abduction, sexual abuse, and exploitation through advocacy, training, and collaboration. We strive to:

- **Train** and provide assistance for law enforcement, legal professionals, NGOs, and governments;
- **Conduct research** and develop reports, model laws and frameworks, and best practice guides on child sexual exploitation and missing children;
- **Advocate** for changes in laws, treaties, and systems to protect children worldwide;
- **Lead** global coalitions – Financial Coalition Against Child Pornography, Global Health Coalition, and Global Missing Children's Network; and
- **Promote** the creation of national centers based on a public-private partnership model.

As the workload of ICMEC continues to grow and resources are stretched, the contributions of interns are extremely important. ICMEC interns who share the same belief in our goals help to make the success stories happen. ICMEC offers full- and part-time internships each academic semester. All students having completed at least two (2) years of undergraduate studies are eligible to apply. Successful applicants will be highly motivated students with excellent research skills and a passion for public interest work.

### *What are the requirements to intern at ICMEC?*

The nature of ICMEC's activities require that interns:

- ❖ Be available to work 8 to 12 weeks, at least 15 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).

### *How do I apply?*

An application form is enclosed. Please carefully complete the form and attach a Statement of Purpose, your current résumé, official or unofficial transcripts, and writing sample, and return them to us either by mail or fax.

Your interest in ICMEC is very much appreciated, and we look forward to helping you have a rewarding and fulfilling experience.

**Send to:**

Abbe Horswill  
Research Coordinator  
International Centre for Missing & Exploited Children  
1700 Diagonal Road, Suite 625  
Alexandria, VA 22314

**Fax to:**

+1.703.549.4504

**E-mail to:**

[ahorswill@icmec.org](mailto:ahorswill@icmec.org)

Applications must be received by the application deadline:

- ❖ August 1 for Fall semester;
- ❖ November 20 for Spring semester; or
- ❖ March 1 for Summer semester.

*What about housing and transportation?*

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

*What's next?*

You will hear from us as soon as your application has been reviewed, usually within three (3) weeks.

The International Centre for Missing & Exploited Children  
Internship Application

**I. Administrative Information**

**Personal**

Name: \_\_\_\_\_  
*Last First Middle Initial*

Permanent Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School/Local Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Most Recent Employer**

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Semester you are applying for:**

\_\_\_\_\_ Fall 2015

\_\_\_\_\_ Spring 2016

\_\_\_\_\_ Summer 2016

**Days and times you are available:** \_\_\_\_\_

\_\_\_\_\_

**Positions applying for:**

\_\_\_\_\_ Legal/Public Policy Internship (Law students only)

\_\_\_\_\_ Graduate Internship

\_\_\_\_\_ Undergraduate Internship

**Special Skills:** \_\_\_\_\_

\_\_\_\_\_

**II. Statement of Purpose, Résumé, and Transcripts**

Please compose a one-page, typed statement including information on:

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

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

\*Law students must submit two (2) writing samples: an eight (8) to ten (10) page legal memo and a five (5) to (7) page substantive writing sample from undergraduate or law school courses).

\*Undergraduate students must submit one (1) writing sample five (5) to (7) pages in length.

**III. Integrity**

Much of the work at ICMEC involves activities that are confidential. A breach of the trust that has been established over the years between ICMEC and its clients could adversely affect the prosecution of a case or even the successful recovery of a child. Thus ICMEC 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 ICMEC 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 ICMEC'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 ICMEC. Further, I agree to maintain the confidentiality of ICMEC'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.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

#### **IV. Intern Acknowledgement and Release**

In consideration of participation in an internship placement with the International Centre for Missing & Exploited Children (ICMEC), I hereby acknowledge and agree as follows:

- 1) The internship with ICMEC is unpaid.
- 2) I am not entitled to benefits (i.e., medical insurance, life insurance, paid leave) with the exception of partial travel reimbursement up to a maximum of \$250.00 for the semester based on the number of days worked at the ICMEC office each week.
- 3) I am not entitled to paid leave, however I may request to be absent from the office (i.e., illness, vacation, other) as needed by submitting a written request to the Director of The Koons Family

Institute on International Law & Policy 48 hours in advance, when possible. The written request may be submitted via email.

- 4) ICMEC is the sole, exclusive, and perpetual owner of any ideas, concepts, plans, creations, or work products (collectively the "Works") produced for ICMEC, which ownership shall entitle ICMEC, 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. I shall not reproduce or authorize reproduction, publication, or use of the Works without the prior written consent of ICMEC.
  - a) You may request of ICMEC the right to make limited reproduction, at your own expense, of the Works for noncommercial use consistent with ICMEC's mission, but ICMEC 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, ICMEC will charge no fee for the use of the Works.
  - b) 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 ICMEC 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.
- 5) If, in connection with my participation in the internship experience, I suffer any injury, illness, loss, expense, damage, or death, that is beyond the reasonable control of ICMEC, I agree not to sue and agree to release and forever discharge ICMEC and its board of directors, officers, administrators, agents, and employees from any and all claims, demands, causes of action, costs, or expenses that can or may arise from my participation in the internship. This release and covenant not to sue is binding on my family, my heirs, my personal representative, agents, and assigns.
- 6) I am at least 18 years of age and legally competent to sign this document. I have read and understand everything written above, and I voluntarily sign this Acknowledgment and Release.

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Printed Name

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Date

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Signature