

Soho - New York  
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Skype: (828) 398-4883



[LocationsEtc.com](http://LocationsEtc.com)  
[HumanResources@LocationsEtc.com](mailto:HumanResources@LocationsEtc.com)  
Office: (212) 213-0257

**Applicant Background**

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Major: \_\_\_\_\_

Skills: \_\_\_\_\_

Languages (Please indicate Fluency Rating: 1-10. 10 being native speaker/writer) \_\_\_\_\_

Wanted: [ ] Career (Paid) [ ] Work Exp. [ ] Internship [ ] Full-Time [ ] Part-Time [\_\_\_\_] Hours Per Week  
Interns & Work Exp: [ ] Locations, Etc. (Business) [ ] 16 Things (Non-Profit) [ ] Romantic Journey (Entertainment)  
Paid Programs: [ ] B2B (Marketing/Management) [ ] Financial Services (Business/Finance) [ ] iStep (Business)

**Applicant Questionnaire**

1. What do you want to learn from this internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How do you want to improve yourself in the next year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How do you hope our programs will help you achieve your long-range goals?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why did you choose your major?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. What attracted you to this company?

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6. Give me an example of a time that you felt you went above and beyond the call of duty at work.

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7. What type of job-related skills have you developed that may help you in this internship?

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8. What do you look for in terms of work culture -- structured or entrepreneurial?

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9. What techniques and tools do you use to keep yourself organized?

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10. If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

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11. Can you describe a time when your work was criticized?

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12. If I were your supervisor and asked you to do something that you disagreed with, what would you do?

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13. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

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14. Why do you think you are qualified for this position?

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15. Tell me about your proudest achievement.

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16. What makes you unique from other candidates?

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17. How would your supervisor describe you?

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18. What are your career goals and where do you see yourself in the next 3-5 years?

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19. What qualities do you think will make you successful in this internship?

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20. Is there anything else you would like to share with us?

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### Goals, Dreams & Motivations

As you already know our internship, work and career programs are designed to enhance your skills across the board. These are all very useful and practical endeavours. But another area we focus on is your personal growth. The “Why” behind what you do.

The following exercise is designed to get you to think, take control and decide what you truly want in each area of your life and in what time frame. Decide in your mind now, be specific and realistic as to why you truly want to achieve your goals.

There are no right or wrong answers to these questions. But going through the exercise is important for your development (with or without us), just as having a business plan is fundamental for your future success.

State “Who You Are” for each of these areas:

- F1: Family & Friends \_\_\_\_\_
- F2: Faith \_\_\_\_\_
- F3: Fitness \_\_\_\_\_
- F4: Finances \_\_\_\_\_
- F5: Fun \_\_\_\_\_
- F6: Further Learning \_\_\_\_\_
- F7: Future Career Dev. \_\_\_\_\_

Here are some examples on how you might answer “Who am I?” for each area:

- F1: Family & Friends I am a romantic; a lover, not a fighter.
- F2: Faith I am a disciple, a Follower, and a Believer.
- F3: Fitness I am a tri-athlete or I am a Yoga practitioner.
- F4: Finances I am a giver, a financial advocate, a good Samaritan, a millionaire.
- F5: Fun I am a comedian and prankster, the life of the party.
- F6: Further Learning I am conversational in Spanish or I am a published author.
- F7: Future Career Development I am a CEO, a leader, a business owner, a trainer and a mentor.

Please describe:

1. What is your specific identity?

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2. What is your compelling vision for who you are?

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3. What mission are you on?

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4. What are you passionate about?

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5. What is your driving force that gets you up early and keeps you working late?

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6. What annual income would you be happy with ...

2 years from now? \_\_\_\_\_  
5 years from now? \_\_\_\_\_  
10 Years from now? \_\_\_\_\_

7. How important is it to you to contribute something to other families and make a difference in the world?

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8. How important is it to you to learn management and leadership skills?

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9. How important is it to you to be praised, recognized and encouraged?

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10. How important is it to you to start building for your financial independence now?

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11. How important is it to you to fight for a cause you are passionate about?

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