



**Graduate Field Placement/Internship
2025-2026 Application Form**

*Thank you for your interest in the HiTOPS Graduate Field Placement/Internship Program.
Please complete this form, attach a cover letter and your resume, and submit by April 1st, 2025
to adowney@hitops.org*

Personal Information

Preferred Name: _____ Legal Name: _____
Pronouns: _____ Date of Birth: _____

Contact Information

(Home/Cell): _____ (Work): _____
School Email Address: _____ Personal Email Address: _____
College/University: _____
Degree: _____ Anticipated Grad Date: _____
Mailing Address: _____

How did you learn about the HiTOPS Graduate Field Placement/Internship Program?

When (which month) does your placement begin and end? How many hours/week are you required to spend on your placement?

Are you willing/able to commit to a set schedule for your placement for two consecutive semesters?

Are you available to work in person, in Princeton from 3 -7pm, two days each week (Monday-Thursday)?

Do you have access to a working computer and a reliable internet connection?

Skills and Interest

1. Please tell us why you are interested in working with HiTOPS; consider our mission and the work we do to fulfill our mission, and your career goals:
2. Please tell us about any previous internships, volunteer, or paid positions you've had, including: the name(s) of the organization, your roles and responsibilities, the positive and negatives of the experience, and what you learned:
3. Please indicate any unique experiences, passions, skill sets, personal qualities, or professional aspirations that you would bring to a placement at HiTOPS:
4. Describe the skills, experiences, and qualities you hope to gain during your internship:

Professional Reference

Please provide one professional/academic reference who can speak to your reliability, work ethic, communication skills and commitment/passion.

1.) Name:

Relationship:

Phone Number:

Email Address:

Background Check

HiTOPS is committed to the safety and well-being of the young people we serve. All persons who work directly or indirectly with youth must agree to fingerprinting and a criminal history background check.

To the best of my knowledge, I hereby verify that the information provided in this application is truthful and accurate.

Signature

Date
