



Internship Application Form

CSU Board of Directors — Berkeley Flea Market

Internship Application Form



Personal Information

Full Name:

Phone Number:

Email Address:

Address:

Date of Birth:

Emergency Contact Name:

Emergency Contact Phone:



Educational Background

School/University:

Current Year/Grade Level:

Major/Field of Study:

Expected Graduation Date:

GPA (Optional):



Internship Preferences

Which department/area are you interested in?

☐ Operations & Event Management

- ☐ Vendor Relations
- ☐ Marketing & Social Media
- ☐ Finance & Administration
- ☐ Community Outreach
- ☐ Other: _

Internship Duration:

- ☐ Summer (3 months)
- ☐ Semester (4-5 months)
- ☐ Academic Year (9-12 months)
- ☐ Flexible

Preferred Start Date:

Hours per Week Available:

- ☐ 10-15 hours
- ☐ 15-20 hours
- ☐ 20-25 hours
- ☐ 25+ hours

Is this internship for school credit?

- ☐ Yes
- ☐ No



Experience & Skills

Relevant Work or Volunteer Experience:

Skills (Technical, Communication, Leadership, etc.):

Software Proficiency (Check all that apply):

- ☐ Microsoft Office (Word, Excel, PowerPoint)
 - ☐ Google Workspace (Docs, Sheets, Slides)
 - ☐ Social Media Platforms (Instagram, Facebook, Twitter, etc.)
 - ☐ Notion
 - ☐ Square/Payment Processing
 - ☐ Graphic Design (Canva, Photoshop, Illustrator, etc.)
 - ☐ Video Editing
 - ☐ Other: _
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Goals & Motivation

Why are you interested in interning with Berkeley Flea Market?

What do you hope to learn or achieve during this internship?

How does this internship align with your career goals?

Required Documents

Please attach or submit the following:

- ☐ Resume/CV
- ☐ Cover Letter
- ☐ Letter of Recommendation (Optional)
- ☐ School Internship Agreement Form (if applicable)

Note: Documents can be emailed to berkeleyfleamarketinfo@gmail.com

Intern Agreement

**By signing below, I agree to:**

- Complete assigned tasks professionally and on time
- Follow all CSU Board policies and procedures
- Maintain confidentiality of sensitive information
- Communicate proactively with my supervisor
- Represent Berkeley Flea Market professionally
- Attend scheduled meetings and training sessions

I understand that:

- This internship may be unpaid or offer a stipend (to be discussed)
- Performance evaluations will be conducted regularly
- Successful completion may lead to future opportunities with Berkeley Flea Market

**Signature****Applicant Signature:****Date:****CSU Board Representative:****Date:**

Thank you for your interest in joining the Berkeley Flea Market team!
We look forward to reviewing your application.

Contact Information

 1937 Ashby Blvd, Berkeley, CA

 1-800-650-8231

 berkeleyfleamarketinfo@gmail.com

 www.berkeleyfleamarket.com