



Internship Interest Form

Instructions: Interested students must provide the following information. Please return this completed Internship Interest Form along with all other required materials in your Internship Application Packet.

Student's Name: _____

Internship Applying for: _____

Date of Application: _____

1. College or university where you are currently are enrolled: _____

2. Academic standing during internship (check one): Junior Senior Graduate Student

3. Projected date of graduation:

4. Major or field of study:

5. School/course requirements for internships (hours in the field, reports, projects):

6. Learning objectives:

7. Desired semester of placement (example – Spring 2009, Fall 2009):

8. Future career goals:

9. If selected for an internship, how do you anticipate that it will assist you in attainment of your future career goals?

10. How did you hear about The Biltmore Company's Internship Program?

Agreement

I certify that the information provided on the Internship Interest Form is true and complete to the best of my knowledge and belief. Should I be selected for an internship with Biltmore, I agree and consent to adhere to all policies, practices, regulations, and rules of The Biltmore Company.

(Signature)

(Date)



Internship Guidelines and Checklist

Our internship recruitment cycle follows a traditional semester calendar, with internship positions posted online at www.biltmore.com. Internship offerings may be available in a variety of career fields and change each semester. Please note that internships may be paid, unpaid, or offer stipends based on the department, and that this information will be included in the internship listing. Please see individual internship postings for additional details and requirements.

Internship Applicant Criteria

Applicants must be:

- Currently enrolled as an undergraduate or graduate school student in a degree-seeking program at an accredited college or university.
- Classified as a junior, senior, or graduate student at the time of the internship.
- Internship must relate to student's major or course of study.

Internship Application Packet

If all internship applicant criteria (above) are met, interested students must submit a completed internship application packet which includes the following information:

HR Use

Student Checklist:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Completed Biltmore employment application (Download from our website at www.biltmore.com) |
| <input type="checkbox"/> | <input type="checkbox"/> Cover Letter |
| <input type="checkbox"/> | <input type="checkbox"/> Resume |
| <input type="checkbox"/> | <input type="checkbox"/> Guidelines and Checklist and Internship Interest Form |
| <input type="checkbox"/> | <input type="checkbox"/> College, University, or Graduate School Transcripts |
| <input type="checkbox"/> | <input type="checkbox"/> Letter of Recommendation (from college, university, or graduate school academic advisor or internship coordinator) |
| <input type="checkbox"/> | <input type="checkbox"/> Two Letters of Reference—may be personal or professional |

Internship applications will be forwarded for consideration only if:

- The specific internship position being applied for is posted.
- Student applicants meet all criteria listed above.
- All required materials listed above have been received and the internship applicant packet is complete.

Submitting Your Application:

Please send your completed application packet to us at the following address:

The Biltmore Company
c/o Staffing Services
ATTN: Internships
1 North Pack Square
Asheville, NC 28801

You will receive confirmation from us as soon as your packet has been received. Please note that all submissions should be postmarked on or before the application deadline as stated in our online internship job descriptions.