



Dear Applicant:

Thank you for your interest in the Summer Intern Program at Rice Memorial Hospital.

Please complete the application packet. **Interns must be enrolled in a summer internship course through a Minnesota college or university and be supervised by a nursing faculty member licensed in Minnesota.** In addition, applicants must have acute care clinical experience and reach senior nursing student status by fall school term of 2009.

To apply, you will need to **submit**: (Please use the following checklist for completing your application.)

- ___ 1. A completed application for employment form.
- ___ 2. Your nursing course summary.
- ___ 3. Your goals for the summer program.
- ___ 4. Verification of your GPA (copy of a transcript).
- ___ 5. Two clinical instructor references. It is important to use the correct forms for references.
- ___ 6. One employer reference (if none, one personal reference). Use the form titled "Employer Reference Form".
- ___ 7. A photocopy of your current CPR certification card (American Heart Association or Red Cross). You will need to be certified in CPR within six months prior to your first day of employment at Rice Memorial Hospital.
- ___ 8. Dates you are available for an interview (interviews will take place on Monday, January 5 and Tuesday, January 6, 2009). If selected, you must be able to interview in person. Your interview will be conducted by three staff nurses and a Department Director.

January 5, 2009 ___Yes ___No January 6, 2009 ___Yes ___No
- ___ 9. Home phone # _____ College phone # _____
Cell phone # _____ Work phone # _____

Please return this letter and the above requested forms to me. Application materials need to be in by **Friday, December 5, 2008**. Interns are accepted into the Summer Intern Program based upon the submitted application materials and the interview. I look forward to receiving your application.

Sincerely,

Nancy Skindelien
Human Resources
320.231.4499
nski@rice.willmar.mn.us