



Rice Memorial Hospital

Name: _____

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 2010.

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. Professional Resume including experiences, skills, and community activities.
- ___ 8. A photocopy of your current CPR certification card (American Heart Association or Red Cross). You will need to be certified in CPR prior to your first day of employment at Rice Memorial Hospital.
- ___ 9. Dates you are available for an interview (interviews will take place on Tuesday, December 29, 2009 and Monday, January 4, 2010). If selected, you must be able to interview in person. Your interview will be conducted by several staff nurses and a Department Director.

Tues., December 29 , 2009 ___Yes ___No Mon., January 4, 2010 ___Yes ___No

___ 10. Home phone # _____ Cell phone # _____

E-mail address: _____

College address: _____

Please return this letter and the above requested forms to me. Application materials need to be in by **Friday, December 4, 2009**. 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