

Maryland State Department of Education
Division of Rehabilitation Services
Intern Application

Name: _____

Email: _____ Phone: _____

Address: _____

Accommodations Requested: _____

Emergency Contact: _____

Email: _____ Phone: _____

College or University Attending: _____

Internship Supervisor/University Professor: _____

Email: _____ Phone: _____

Academic Program: _____ Class: _____

Requested Academic Semester/Year for Internship: _____ Total Hours Needed: _____

What days of the week and what hours are you available for your internship?

What are your goals for this internship?

Which DORS Office location would you prefer for your internship site: _____
(For locations please [visit the DORS website](#))

Any comments or additional information you would like to share?

Applicant Signature/Date

Important:

- Submit **your current resume** along with this internship application **at least 8 weeks** before the start of your semester.
- If offered a DORS internship, you are required to submit to a **background check** that you pay for.
- Assignments are contingent upon DORS capacity. Priority will be given to students in Masters programs in Rehabilitation Counseling.

The Maryland State Department of Education does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation in matters affecting employment or in providing access to its programs and activities.

Instructions for Using Digital Signatures in PDFs

Set Up:

The first time you use a digital signature in a PDF, Adobe Reader will ask you to set one up. You should only need to do this setup process once.

1. Choose "Create a new Digital ID" (the third radio button choice).
2. Choose "Save to File" (not "Save to Windows").
3. If you are a DORS Consumer, fill in your name and email address. If you are with a CRP or college, fill in your name, organization and email address. Leave the other form fields as they are
4. Create a password you will use each time you insert a signature into a document. NOTE: Remember this password or write it down. If you forget it, Adobe Reader doesn't have the ability to recover reset it. You'll have to make a new Digital ID if you forget the password.

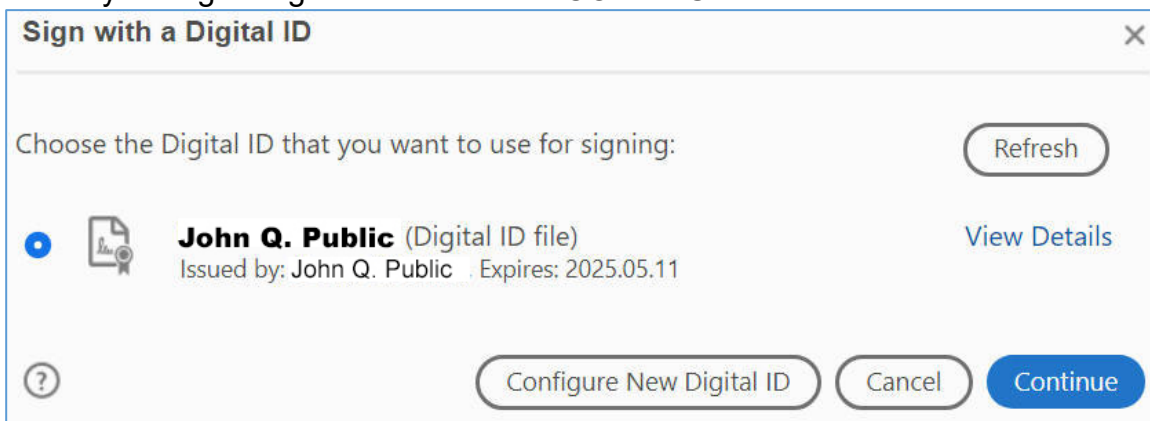
Signing:

Once your Digital ID is set up, here's how to sign PDF forms that have digital signature capability:

1. Make sure the rest of the form is complete and correct. Once you sign, you can't make changes.
2. Click on the Signature field in the form. You can tell if it's a digital signature because there will be a red arrow in the upper left corner of the field.

Financial Aid Administrator Signature: 

3. Select your digital signature and hit the CONTINUE button.



4. Enter your Digital ID password and hit the SIGN button.



5. Save the completed form under a new name. This is the signed version of the form you will email back to the DORS counselor.