



United States
Conference of
Catholic Bishops

Secretariat of
Justice and Peace

**Internship Program
Application Form
2025-2026 Internships**

*In addition to this **application**, please include a **resume** highlighting your educational and occupational experience, as well as any community/volunteer activities in which you have been involved. Be sure to include any experience you may have that is related to the promotion of social justice.*

Section I: Biographical Information

Name: _____
(First) (Middle Initial) (Last)

Present Address			Permanent Address		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Cell or other Phone:			Permanent Phone:		
Valid until:			E-mail:		

Current Parish:	(Arch)diocese:
Current University or Place of Employment:	
Major or Job Title:	
Level of education that will be completed as of May 2025: HS grad (3 rd yr.) College (1 st yr.) (2 nd yr.) (4 th yr.) Master's level (1 st year) Master's level (2 nd year) ____	
If not a student as of May 2025, please describe your anticipated situation at that time (e.g. starting grad school in fall; seeking full time employment, etc.):	

How did you hear about this internship?



Section II. Skills/Interests

A. What type of work would you be most interested in doing during your internship?

B. In what location(s) are you applying for a CCHD internship?* (**Number** in order of preference.)

_____ Diocesan CCHD office in your local area - please specify city/state: _____

_____ Other diocesan CCHD office - please specify: _____

_____ CCHD office at United States Conference of Catholic Bishops (USCCB) in Washington, D.C.

*Note: **Not all dioceses apply for internship funding each year.** [Read more information about the process](#), and follow the instructions at the end of this application to send your application *directly* to the dioceses at which you wish to intern.

C. Are you a practicing Catholic? Yes No

D. Please indicate the **time period(s)** when you are available to intern by **numbering** the time periods you are available in order of preference, 1 being the first preference:

_____ Summer (end of May-beginning of Aug)

_____ Fall semester (Aug-Dec)

_____ School year (Aug-May)

_____ Other _____

E. Please list computer skills below. Include your level of knowledge of specific programs.

F. List below your abilities to communicate in any languages other than English.

Language	Understanding (weak, good, fluent)	Speaking (weak, good, fluent)	Reading (weak, good, fluent)	Writing (weak, good, fluent)

G. All 2024-2025 will be **required** to attend a virtual orientation. Orientation is planned for May 28-May 30, 2025. Please hold these dates in your calendar.

Are you available to attend the orientation? Yes No



Section III: Motivations/Expectations

Please respond to these questions here, or on another page.

- A. What draws you to the CCHD internship program? What do you hope to gain from an internship with CCHD?
- B. What talents and abilities would you bring to the CCHD internship program?
- C. What impact should our faith have on the world around us? What difference does your faith make to your work and perspectives around poverty?
- D. In your opinion, what is one thing everyone should know about Catholic Social Teaching and why?
- E. Pope Francis stated: “Accompanying on its own is not enough. It is not enough to offer someone a sandwich unless it is accompanied by the possibility of learning how to stand on one’s own two feet. Charity that leaves the poor person as he is, is not sufficient. True mercy, the mercy God gives to us and teaches us, demands justice, it demands that the poor find the way to be poor no longer. It asks — and it asks us, the Church, us, the City of Rome, it asks the institutions — to ensure that no one ever again stand in need of a soup-kitchen, of makeshift-lodgings, of a service of legal assistance in order to have his legitimate right recognized to live and to work, to be fully a person.”

What is Pope Francis saying? How are you responding to this challenge in your own life?
- F. Describe any instances through which you have been exposed to poverty in the United States first-hand, either as part of your own life or in your experiences with others. How did such experiences help shape your perspective about poverty in the United States?
- G. What else do you feel we should know about you?



H. Income

CCHD has a particular interest in helping low-income Catholics to participate in a practical learning experience that ordinarily would be out of their reach due to financial limitations. Please use the *2025 federal poverty guidelines* at <https://aspe.hhs.gov/poverty-guidelines> to answer the following questions. CCHD defines as “low-income” families who earn up to *twice* the federal poverty level. For example, using this formula:

- A family of four that earns under \$64,300 annually would be considered low-income.
- A self-supporting individual with no dependents who earns under \$31,300 annually would be considered low-income.

Please answer question 1 and *either* question a or b:

1. Can someone else claim you as a Dependent on his or her federal income tax return?

Yes

No

a. If yes, is that person “low-income”?

Yes

No

b. If no, are *you* “low-income”?

Yes

No

Explanation (optional):



Section IV: References

Please list three people who know you well and are able to judge your general character, motivation and qualifications for becoming a CCHD intern. It is best to choose someone who has seen you work in a professional, volunteer, or ministry based setting, for example employers, educators, a minister or a religious, co-workers, excluding friends or family.

Name:	Relationship:	
Address:		
City:	State:	ZIP:
Telephone:	E-mail:	

Name:	Relationship:	
Address:		
City:	State:	ZIP:
Telephone:	E-mail:	

Name:	Relationship:	
Address:		
City:	State:	ZIP:
Telephone:	E-mail:	

I certify that the information I have provided in this application is accurate to the best of my knowledge.

signature of applicant

date

Send your Application and Resume to:

- 1) If you are applying to intern in a **diocesan office**, send materials to the diocesan CCHD office(s) where you would like to intern. Find diocesan CCHD office contact info at [this link](#). Please note that if you are applying at multiple offices, you must send your materials to each office separately.
- 2) If you are applying for the **USCCB internship** in Washington, DC, send materials to enovak@usccb.org.