



## APPLICATION INSTRUCTIONS

Thank you for your interest in the Kentucky Equine Management Internship (KEMI) program!

Below are some helpful instructions for completing the application form:

All applications must be submitted with:

1. \$35 application fee (check or money order only—no cash accepted)
2. **ORIGINAL OFFICIAL TRANSCRIPTS** (not a copy) from ALL colleges or universities that awarded credit, even if the applicant did not receive a degree or diploma. This includes transcripts of any college course that may have been taken while the applicant was still in high school or credits that were transferred to the current/last college attended.
3. A minimum of three letters of recommendation. Guidelines for letters of recommendation:
  - Letters must be written on letterhead and/or have the appropriate contact information listed (author's name, company or business, mailing address, phone number and email address) and **MUST BE SIGNED.**
  - These letters must be the ORIGINAL letter (no copies, no emailed letters and not letters written "To Whom It May Concern" They should be specifically written for the applicant for this internship).
  - Letters of Recommendation cannot arrive separately from the application form and cannot be emailed. The applicant is responsible for collecting the letters from the authors and submitting them with the application form.
  - Letters must include the author's credentials (why they are an appropriate person to submit a letter on the applicant's behalf) and the author's relationship to the applicant (letters from any family member, close personal friend or peer are not acceptable).
  - Letters should address the applicant's suitability for the internship including any academic achievement, horse-handling experience and personal character.
  - References may receive a survey form by mail or email to be completed and returned to the KEMI office or they may receive a phone call from the KEMI office to verify the recommendation. Please make sure your references are aware of this.

Applications will be scanned into our system; therefore the application form and supporting documentation must be printed **ONLY** on ONE side of the paper. Please do not staple the pages together or submit the application in any binder or folder. Paper clips are acceptable to attach the supporting documentation to the application form. If you wish to submit photographs to detail your equine experience, they should be printed on separate pages. Please do not send individual photographs as these cannot be returned. **Applications that are missing any of the information or supporting documentation required are considered to be incomplete and will not be processed or returned.**

All applicants will receive an email once the application has arrived and been processed. Please do not call to find out if your application was received. If you wish to have verification of delivery, please use the Postal Service Return Receipt Request Form. Only applications mailed to the KEMI Post Office Box will be accepted.

Please send the application by regular mail. There is no need to send by Express or Priority mail. We accept applications (based on postmark) during the following times ONLY:

- Spring Applications – August 1 through October 31 in the year prior to the internship session
- Fall Applications – February 1 through April 30 in the year of the internship session



**APPLICATION FOR ADMISSION**  
**PLEASE LEGIBLY PRINT OR TYPE ALL INFORMATION**

Session Applying For:

\_\_\_\_\_ Spring Breeding & Foaling (January-June)

\_\_\_\_\_ Fall Sales Prep/Yearling Starting & Training (July-December)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Circle One:            MALE            FEMALE

How did you hear about the KEMI program? \_\_\_\_\_

Have you been injured or do you have any injuries (hip, back, knee, wrist, etc.) that would inhibit or hinder your participation in this program? If so, please describe:

\_\_\_\_\_

Are you currently under a doctor's care or are you taking any medications that could inhibit or hinder your participation in this course or your judgment when working around horses or farm machinery?

\_\_\_\_\_

Are you allergic to anything (hay, straw, animals, dust, etc.) that would inhibit your participation in the course?

\_\_\_\_\_

Have you ever been convicted of a felony? Describe: \_\_\_\_\_

**RESIDENCY AND CITIZENSHIP INFORMATION**

City and State (or Country if not USA) of birth: \_\_\_\_\_  
(International Applicants will be required to apply for and obtain a J-1 Visa, at their own expense, to participate in the course)

Are you a US Citizen? If not, what is your country of Citizenship? \_\_\_\_\_

If you are not a US Citizen, what is your status?  
\_\_\_\_\_ Immigrant/Permanent US Resident  
\_\_\_\_\_ Refugee  
\_\_\_\_\_ Non-Immigrant

Are you a veteran of the US Military Service? NO YES Branch: \_\_\_\_\_  
If yes, length of service: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**ACADEMIC HISTORY**

Do you have a high school diploma? \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

If no, have you passed a GED Exam? \_\_\_\_\_ Year of Completion: \_\_\_\_\_

Have you ever been dismissed or suspended from any school or college? If so, for what reason?  
\_\_\_\_\_

Have you ever been placed on academic probation? When? \_\_\_\_\_

What is your current status?  
\_\_\_\_\_ College Junior  
\_\_\_\_\_ College Senior  
\_\_\_\_\_ Graduate Student  
\_\_\_\_\_ Employed Full-Time  
\_\_\_\_\_ Other \_\_\_\_\_

Have you ever applied to the KEMI program before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List all Post-Secondary (after high school) institutions you have attended **beginning with the most recent**. Include graduate, technical or professional schools. **YOU MUST PROVIDE AN OFFICIAL TRANSCRIPT FROM ALL INSTITUTIONS ATTENDED WHETHER OR NOT YOU GRADUATED OR RECEIVED A DEGREE OR CERTIFICATE.** (Use additional sheets if necessary)

School Name	City/State	Major	Dates Attended	Degree Awarded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER BACKGROUND INFORMATION**

What types of **EQUINE RELATED** experience do you have? (Use additional sheets if necessary)

**Type of Experience**                      **City/State**                      **Description**                      **Hours/Week**                      **Dates**

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What types of non-equine related work experience do you have? (Use additional sheets if necessary)

**Type of Experience**                      **City/State**                      **Description**                      **Hours/Week**                      **Dates**

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List & describe any honors or awards that you have received. (Use additional sheets if necessary)

**Honor or Award**    **Organization**    **Date Awarded**

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List & describe extracurricular or community activities you are involved in. (Use additional sheets if necessary)

**Activity**    **Organization**    **Dates Active**

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Have you ever experienced the death or euthanasia of a personal horse or pet? If so, how did it affect you? \_\_\_\_\_

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Have you ever had to deal with people whose opinions or beliefs were vastly different from your own? Give examples of how you handled the situation.

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Describe a situation in which you had to take a leadership role or where you worked with someone in a difficult situation.

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How would you describe your physical activity level or physical fitness?

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Are you able to lift at least 50 lbs. (weight of a common sack of horse feed)? \_\_\_\_\_

Are you able to walk briskly (3.0 mph without being out of breath) for at least 20 minutes? \_\_\_\_\_

How do you anticipate your KEMI experience will impact your career goals over the next five years?

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What are your long-term goals (>5 years) within the equine industry?

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How would you describe your knowledge of the Thoroughbred industry? \_\_\_\_\_

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What is your general opinion of the Thoroughbred and/or Horse Racing Industry? \_\_\_\_\_

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Based on scale of 1-5 (1=Below Average, 5=Highest Level), how would **OTHERS** rate you in the following areas?

\_\_\_\_\_ Ability to work in adverse weather conditions (cold temperatures, snow, rain, heat, humidity)

\_\_\_\_\_ Ability to handle demanding physical labor (cleaning stalls, briskly walking horses)

\_\_\_\_\_ Ability to handle difficult or unruly horses

\_\_\_\_\_ Ability to handle stressful situations (high pressure, large workload, “difficult” co-workers)

\_\_\_\_\_ Ability to accept personal responsibility for your actions

\_\_\_\_\_ Ability to take on tasks/complete tasks without being told to do so

\_\_\_\_\_ Ability to get along with your peer group

\_\_\_\_\_ Ability to follow directions or instructions from supervisors

\_\_\_\_\_ Ability to accept supervision

\_\_\_\_\_ Punctuality

\_\_\_\_\_ Ability to accept criticism

Do you prefer to be a leader or a follower? \_\_\_\_\_

What would others say are your strengths? \_\_\_\_\_

\_\_\_\_\_

What would others say are your weaknesses? How do you/are you working on these weaknesses?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your reason for wanting to participate in this internship? (Use additional sheets if necessary)

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\_\_\_\_\_

Summarize your experience and interest in the equine industry. (Use additional sheets if necessary)

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Participants can expect to work six days per week, approximately eight hours per day, in all weather conditions. Horses require daily care and KEMI interns should expect to work weekends and holidays. Do you have any reasons or concerns that would lead you to believe that you would be unable to complete the entire 22-weeks of the course? If so, please describe.

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**AUTHORIZATION AND SIGNATURE**

I certify that all the information provided on and with this application is complete and accurate to the best of my knowledge. I understand that all information will be available to the Review & Selection Committee and members of participating horse farms. I grant permission to the KEMI program to verify any and all information pertinent to my application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This application **MUST** be accompanied with the following:

1. **OFFICIAL Transcripts** from all colleges and universities attended even if a degree was not awarded.
2. At least three original, formal letters of recommendation typed or computer generated on letterhead, from persons unrelated to you that are familiar with your academic, employment and horse experience. All reference letters must contain sender's contact information (signature, mailing address, phone number, email address) and must be signed. Letters from any relatives or peers are not acceptable. (see additional notes on page one)
3. \$35 non-refundable application fee (Check or Money Order only—no cash accepted).

Applications must be mailed to the following address:

Kentucky Equine Management Internship  
P.O. Box 910628  
Lexington, KY 40591

- *Spring Applications must be postmarked between August 1 through October 31 in the year prior to the internship session*
- *Fall Applications must be postmarked between February 1 through April 30 in the year of the internship session*