

MUNICIPAL INTERNSHIP PROGRAM

APPLICATION

PURPOSE:

The City of Alachua Municipal Internship Program provides a unique benefit to the City and prospective student interns. Students will be able to expand their skills and talents with on-the-job experience with professional staff members of a municipal government, while contributing to special projects that benefit the community and enrich the academic experience. The Program is coordinated through the Office of the City Manager.

Interns of the City of Alachua and applicants for internship shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. Applicants requiring reasonable accommodation in the application and/or interview process should notify the City of Alachua Human Resources Department.

Submit completed application with attached copy of current transcript to:

City of Alachua
Attn: City Manager's Office – Internship Program
P.O. Box 9
Alachua, FL 32616

PERSONAL INFORMATION:

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security No.: _____ Day Phone: _____

Cell Phone: _____ Current G.P.A.: _____

College/University: _____ Degree Program: _____

Please check your current academic status at the time of application completion:

Freshman Sophomore Junior Senior Graduate Student

Please check the terms/dates during which you are interested in working:

Fall 201__ Spring 201__ Summer 201__ Approx. Dates _____

Expected Graduation Term: _____ Copy of current transcript attached: Yes

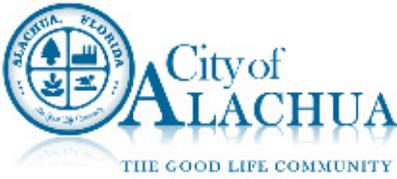
Internship Position: _____

If you have your class schedule available for the term you wish to perform your internship, please attach. Otherwise, please indicate your anticipated availability for the term you wish to perform your internship.

Days Available: Monday Tuesday Wednesday Thursday Friday

Hours Available: Any Time Mornings Midday Afternoons

Are you requesting that your college/university grant you credit hours for your internship? Yes No



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GENERAL INFORMATION:

Have you previously applied for an internship with the City of Alachua? Yes No
If yes, when? _____

Have you ever served as an intern for the City of Alachua? Yes No
If yes, when? _____

Are any of your relatives presently employed with the City of Alachua? Yes No
If yes, who? _____

Are you at least 18 years or older? Yes No

Only United States Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the U.S.? Yes No

Have you ever been convicted of a criminal offense, had adjudication of a crime withheld, or pled nolo contendere to a felony or first degree misdemeanor, or any criminal offense involving dishonesty or breach of trust? Yes No

If yes, give Location, Date, Charge and Disposition of Case(s) on a separate page.

EXPERIENCE & QUALIFICATIONS:

List any experience, skills or other qualifications including hobbies, which you believe should be considered in evaluation of your qualifications for employment. Please include relevant computer skills.

EMPLOYMENT HISTORY:

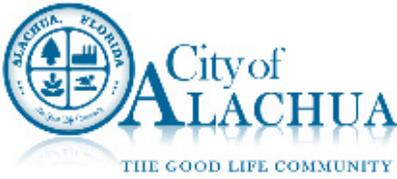
Provide most recent employment information. If you are currently employed, list current employer. If you are not currently employed, list most recent employer. If you have never been employed, check here:

Name of Company: _____ From: _____ To: _____ Title: _____

Address: _____ Telephone: _____

Duties: _____

Supervisor's Name/Title: _____ Reason for leaving: _____



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PERSONAL REFERENCES:

List three (3) persons who have known you for at least the past five (5) years. Do not list relatives or City of Alachua employees.

Name:	Relationship:
Address:	
Telephone Number:	Years known:

Name:	Relationship:
Address:	
Telephone Number:	Years known:

Name:	Relationship:
Address:	
Telephone Number:	Years known:

In accordance with the provisions of the American with Disabilities Act (ADA), are you able to perform the essential functions of the position you are applying for, with or without accommodation? Yes No

- I certify that answers given herein are true and complete.
- I authorize the City of Alachua to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I consent to references, former employers, and educational institutions listed being contacted regarding this application and also consent to complete criminal history background checks to be conducted.
- I understand that employment is contingent upon successful completion of a pre-employment drug screening test and continuous compliance with the City's Drug Free Workplace Policy.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment with the City of Alachua is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.
- I understand all offers of employment are conditioned upon satisfactory reference checks, successful completion of all pre-employment tests and requirements in addition to the production of all documents necessary for the City to verify my identity and work authorization in accordance with the requirements of the U.S. Citizenship and Immigration Services.
- In the event of employment, I understand that false or misleading information given in my application or interview(s), regardless of time of discovery, may result in disciplinary action including discharge. I also understand and abide by all policies and procedures of the City of Alachua, if employed.
- I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Print Name: _____

Signature: _____

Date: _____