



VILLAGE OF PINECREST

12645 Pinecrest Parkway
Pinecrest, Florida 33156
(305) 234-2121
www.pinecrest-fl.gov

INTERNSHIP APPLICATION FORM

INSTRUCTIONS: Please print in ink or type. If applicable, attach documents provided by your university/college. You may attach your resume. Submit all documentation to the Human Resources Office. You will be required to provide proof of your identity.

PERSONAL DATA

DATE of Application: _____

Name: _____
Last First M.I.

Address: _____ City: _____ State _____ Zip Code _____

Home Telephone #: _____ Cellular Telephone #: _____

Email Address: _____ Other Contact #: _____

*SS#: _____ Date of Birth: _____ Gender: Male Female

In compliance with FS §119.071(5), your social security number is requested for the purpose of conducting a criminal background check and will be used solely for this purpose. Date of birth and gender are also necessary for conducting a criminal background check.

Drivers License Number: _____ State _____

EMERGENCY CONTACT INFORMATION

Contact Person: _____ Relationship: _____

Telephone Number: _____ Alternate Number: _____

AVAILABILITY - SCHEDULE

Internships are designed to accommodate both the intern and the Village's working hours and shifts. Please indicate by checking the days and daily times you are available to complete your internship assignment.

TIMES AVAILABLE: MON _____ TUES _____ WED _____ THURS _____ FRI _____

TIMES AVAILABLE: SAT _____ SUN _____ (POLICE AND PARKS DEPARTMENT ONLY)

Number of Hours needed per week to obtain school credit _____

EDUCATION			
	SCHOOL NAME/ADDRESS	ATTENDANCE DATES	DEGREE
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
GRADUATE SCHOOL			
OTHER/GED			

VOLUNTEER QUESTIONNAIRE

Do you have any physical limitations that should be considered when we plan your internship assignment?

Yes No If yes, please explain: _____

How did you learn about the Village's internship program?

What do you hope to gain by participating in the Village's internship program?

List any licenses, certificates, or additional skills, including knowledge of software programs which you possess that may be helpful during your internship.

REFERENCES

LIST THREE (3) PERSONAL OR PROFESSIONAL REFERENCES (NO RELATIVES OR EMPLOYERS)

NAME	OCCUPATION	TELEPHONE	YEARS KNOWN

BACKGROUND INFORMATION

For the protection of our employees and the public they serve, including children and the elderly, the Village will conduct a background screening on all candidates prior to the commencement of any assignment. The background screening may include a local, state and/or national criminal history records check including sexual offender registries.

CONVICTION RECORD: Have you ever been convicted, pled nolo-contendere (no contest), plead guilty, or had adjudication withheld for any violation of the law, ordinance, or criminal traffic violation (other than a minor traffic violation)? Yes No

If Yes, Please explain:

