



Internship Application

The City of Albany Parks & Recreation Department Intern Program provides opportunities for college students to gain firsthand knowledge and understanding of parks and recreation processes through pre-professional work experience.

Duration: Exact starting and ending dates as well as hours will be arranged between the intern and the supervisor.

College Credit: Many schools offer academic credit for internships. To determine if your school offers credit and the requirements for obtaining credit, you must contact your schools career placement office or your academic advisor. We will be happy to work with your school as a partner agency.

Compensation: Most of our internships are unpaid positions. Your internship application and agreement should not be construed as an offer of paid employment.

Please Complete the Following:

Name: _____

Date available to begin: _____

School Home Address: _____

Permanent Home Address: _____

Email Address: _____ Over 18 years of age: Yes No

Home or Cell Phone: _____

University/College/Vocational/Technical School you are currently attending:

Educational status by start of internship:

Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduating Student _____

Major(s): _____

Experience and Skills that apply to your internship:

(Attach additional page if necessary.)

Interests:

References:

Name _____ Relationship _____

Email _____

Name _____ Relationship _____

Email _____

Name _____ Relationship _____

Email _____

I am applying for an internship that will begin _____ and end _____

Number of Hours Requested _____ Days of Week Requested _____

Have you even been convicted of a misdemeanor or felony? Yes No

Do you have any pending charges against you? Yes No

If yes, charge: Felony _____ Misdemeanor: _____

Note: This information may be verified. Affirmative answers will not necessarily exclude you from internship; however, the information will be considered as it relates to the assigned areas of your internship. A current background check may be required prior to beginning an internship.

I certify that the information I have provided is true, correct, and complete to the best of my knowledge. I understand acceptance of an internship position is a commitment on my part to the number of hours of service agreed upon. I understand that I am not an employee of the City of Albany, and that any duties that I perform are for my internship. I agree to follow the procedures set forth by the City of Albany for my assigned work duties. I also understand that it is my responsibility to update any address, emergency contact, or other changes to the information on this form.

Signature _____ Date _____

The following information must accompany the internship application:

- **Current resume**
- **List of your goals and objectives for your internship.**
- **A statement of why you are interested in an internship with Albany Parks & Recreation.**

Return completed application and requested information to:

Katie Nooshazar, Albany Parks & Recreation, P.O. Box 490, Albany, OR 97321 or
Katie.nooshazar@cityofalbany.net