



## Internship Application

The City of Albany Parks & Recreation Department Intern Program provides opportunities for college students to gain firsthand knowledge and understanding of park 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/or the requirements for obtaining credit, you must contact your schools career placement office or your academic advisor. We will be happy to work with you as a partner agency.

**Compensation:** Most of our internships are not paid 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: \_\_\_\_\_

Street or P.O. Box City State Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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, 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:**

**Rose Lacey, Albany Parks & Recreation, PO Box 490, Albany, OR 97321 or  
[Rose.lacey@cityofalbany.net](mailto:Rose.lacey@cityofalbany.net)**