

Application for Volunteer/Intern



This application must be completed in full and signed in blue ink. Incomplete or unsigned applications will not be considered. Mark all areas that do not apply with "N/A" so as not to leave it to our interpretation as to why it was left blank. If you are selected for an interview, the appropriate department will notify you. Be aware that certain information contained in this completed application may be subject to the Freedom of Information Act.

PLEASE PRINT.

Date \_\_\_\_\_

DEPARTMENT FOR INTERNSHIP APPLIED FOR : \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State & Exp Date \_\_\_\_\_

Have you ever been denied a license, permit or privilege to operate a motor vehicle or had your license, permit or privilege suspended or revoked? [ ] Yes [ ] No

If yes, provide details: \_\_\_\_\_

Have you been convicted, pled no contest, or not guilty of a crime other than a minor traffic violation? [ ] Yes [ ] No

NOTE: Conviction is not necessarily a bar to employment. Circumstances surrounding the conviction and job applied for are considered.

If yes, please explain. \_\_\_\_\_

Are there any charges or indictments now pending against you? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS AND SIGN

HOLD HARMLESS AGREEMENT

\_\_\_\_\_ further agrees to otherwise fully indemnify and hold the CITY harmless from (Name) any and all claims arising out of internship or any work to be performed by \_\_\_\_\_, its employees, (Name) volunteers, or agents, and from any other activities arising from this internship regardless of whether the CITY is sought to be or is held legally liable, whether jointly or severally, for any such claims.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Required in blue ink



## **IMPORTANCE OF HONESTY STATEMENT**

It is extremely important that you are completely honest in all of your answers. Honesty is the most important characteristic that you must demonstrate.

The importance of honesty from the time of completion of all application documents, questionnaires and during all interviews cannot be overemphasized. Failure to respond to any questions accurately and completely, whether orally or in writing will result in disqualification. Applicants have been disqualified for dishonesty.

While filling out all documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is "Yes, include it."

You may think that something you have done will disqualify you from further consideration. That may or may not be the case. What will certainly disqualify you is lying or distorting the truth. For example, an arrest, being fired from a job, use of drugs, etc. may or may not disqualify you; however, lying about it will disqualify you from further consideration.

By signing below, I acknowledge I have read and understand the contents of the Importance of Honesty Statement.

\_\_\_\_\_  
Name of Intern Applicant

\_\_\_\_\_  
Intern Applicant Signature (Sign in blue ink)

\_\_\_\_\_  
Date

