



For Office Use Only

Work Location: _____ Rate: _____

Position: _____ Date: _____

Application for Internship

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

PERSONAL INFORMATION

(PLEASE PRINT PLAINLY)

Date _____ I am applying for: Fall Spring Summer Semester (Check one)

Department Preference: Administration Finance Human Resources Fire Department
 Planning Dept Police Dept Parks & Rec Dept Public Works Dept

Name _____
Last First Middle

Telephone No. _____ Secondary No. _____

What is the best time and number to reach you at? _____

Address _____
House Number Street City State Zip

Email address _____ Can we contact you by email? Yes No

What languages do you read, speak or write fluently? _____

Are you over the age of eighteen? Yes No New hire is subject to verification of minimum legal age.

SPONSORING ORGANIZATION

Name of Organization: _____

Site Supervisor: _____

Title & Department: _____

Street Address: _____

City: _____ State _____ Zip: _____

Phone: _____ Fax: _____

EDUCATION

Full School Name	City	State	Major Course or Subject	Did You Graduate	If No, Est. Grad Date	Degree	GPA
High School or Preparatory				Yes No			
Trade School/Technical School				Yes No			
College				Yes No			

STUDENT INFORMATION

Name: College/University: _____ GPA: _____

Check One: Graduate Senior Junior Sophomore

Major: _____ Graduation Date: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact # (_____) _____

INTERNSHIP AVAILABILITY**WEEKLY AVAILABILITY****DAYS AVAILABLE TO WORK**

Monday Wednesday Friday Sunday
 Tuesday Thursday Saturday

Availability

Select a group of available hours to work **OR** select individual hours of availability

8am-5pm 8am-9am 9am-10am 10am-11am 11am-12pm 12pm-1pm
 8am-12pm- 1pm-2pm 2pm-3pm 3pm-4pm 4pm-5pm
 1pm-5pm

(Application continued on next page)

Criminal Background Investigation and Credit Check Authorization & Release

The Civil Rights Act of 1964 prohibits discrimination of employment because of race, color, religion, sex, gender, or natural origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited. As an applicant for employment with the City of Clinton, North Carolina, I hereby authorize the City of Clinton to conduct a criminal background investigation and, if required, a consumer credit report for use in making an employment decision. Should, as a result of the consumer credit report obtained, an adverse employment action occurs, you will be notified in writing of this action and your rights under the Fair Credit Reporting Act (FCRA), and provided a copy of the report obtained. I fully understand that all information gained for such investigation is confidential and will be released only to authorized personnel in the employment process. The facts set forth in my criminal background investigation and credit authorizations are true and complete. I understand that if employed, any false statement on this criminal background investigation may result in my dismissal.

I, hereby, release the City of Clinton, North Carolina, or any of its agents or representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such document, records, and other information for the investigation made by the City of Clinton

(PLEASE PRINT PLAINLY)

Full Name _____ Date of Birth: _____

Social Security No: _____

Race: _____ Gender: _____

Driver's License # _____

Address(Street City State Zip) _____

Applicant's Signature Date

Please Read and Sign Below

The facts set forth in my application are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the City of Clinton has any authority to enter into an agreement for employment for any specified person of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer. I understand that if I apply or have applied for certain jobs, I may be tested for the use of illegal substances. I consent to the testing and understand that the results could preclude my appointment.

As required by G.S. 153A-98(a), applications received for an available position will be kept on file for two (2) years. For applicants that have been interviewed, their applications will remain on file for three (3) years.

Applicant's Signature _____ Date _____