



## **The City of Frederick INTERN PROGRAM**

### **Program Summary**

Thank you for your interest in Internship Programs with The City of Frederick. These Internship Programs provide an opportunity for current college undergraduates and graduates to learn about and contribute to the City government that manages operations for the second largest city in the State of Maryland. If you are interested in or considering careers in public service, you are encouraged to apply. An internship in municipal government provides an exciting educational experience and a “behind-the-scenes” view of local government operations. Small enough to provide interns with a ‘hands-on’ experience working with the Mayor and his staff, Frederick is still rapidly growing and will offer ample interaction and experience with the municipal legislative process. Placements are made based on their background, interests, and overall match with the host department. Representing a wide-range of government operations, a partial listing of host departments may include: The Mayor’s Office, Legal Department, Engineering, Planning, Finance, Information Technology, the Department of Public Works, and more.

### **Summer Program**

The Summer Intern Program requires a minimum commitment of 10-hours per week.

### **Spring, Fall, Winter Programs**

These Programs are more flexible and may be designed around an individual’s schedule. Semesters are determined by the school. Both academic and work schedules can usually be accommodated. Typically 8-15 hours a week are required.

### **Eligibility**

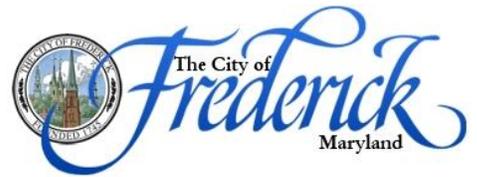
Internships are open to current and former college students.

### **How to Apply**

To apply for an internship position, please print and complete all sections of the Internship Application. Send it along with your résumé and a 1-2 page essay or cover letter explaining why you wish to be considered for an internship with The City of Frederick. Please include the names, addresses, and phone numbers of three references.

You will be contacted by The City of Frederick’s Office of Human Resources should an interview be required as part of the process. It is recommended that you return your completed application as soon as possible as internship opportunities are limited. Please contact the Office of Human Resources at 301.600.1388 should you have questions.

# INTERNSHIP APPLICATION



[Please print]

- Summer Internship Program  
 Spring, Fall, Winter Internship Program

## 1. PERSONAL INFORMATION

NAME: \_\_\_\_\_  
**Last** **First** **M.I.**

HOME ADDRESS: \_\_\_\_\_  
**Street** **City** **State** **Zip**

SCHOOL ADDRESS: \_\_\_\_\_  
**Street** **City** **State** **Zip**

PHONE NUMBER:( ) \_\_\_\_ - \_\_\_\_ **Home** ( ) \_\_\_\_ - \_\_\_\_ **Cell** E-MAIL: \_\_\_\_\_

## 2. EDUCATION

ACADEMIC SCHOOL OR COLLEGE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_

MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_ GPA: \_\_\_\_\_ EXPECTED GRADUATION DATE: \_\_\_\_\_

## 3. SKILLS/EXPERIENCE

WORK EXPERIENCE (PLEASE ATTACH RÉSUMÉ)

SKILLS: COMPUTER PROGRAMMING: \_\_\_\_\_

DRAFTING/MECHANICAL DRAWING:  YES  NO YEARS OF EXPERIENCE: \_\_\_\_\_

OTHER SKILLS/ABILITIES/INTERESTS: \_\_\_\_\_

WHAT LANGUAGE(S) DO YOU SPEAK AND UNDERSTAND? LANGUAGE \_\_\_\_\_  BEGINNER  INTERMEDIATE  ADVANCED

LANGUAGE \_\_\_\_\_  BEGINNER  INTERMEDIATE  ADVANCED

## 4. AREA(S) OF INTEREST

IN WHICH DEPARTMENT(S) ARE YOU INTERESTED IN INTERNING FOR? \_\_\_\_\_

WHAT ARE YOUR OBJECTIVES FOR PARTICIPATING IN AN INTERNSHIP PROGRAM? \_\_\_\_\_

WHAT, IF ANY, LIMITATIONS DO YOU HAVE THAT MAY HAVE A BEARING ON YOUR PLACEMENT? \_\_\_\_\_

WHEN ARE YOU AVAILABLE TO START A WORK-STUDY/INTERNSHIP? DATE: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_ DAYS (CIRCLE): M T U W T H F

IF A STIPEND IS NOT OFFERED, WILL YOU ACCEPT AN INTERNSHIP ON A VOLUNTEER BASIS?  YES  NO

**4. ELIGIBILITY**

DO YOU HAVE A VALID DRIVER'S LICENSE?  YES  NO

IF OFFERED AN INTERNSHIP, CAN YOU VERIFY THAT YOU ARE AT LEAST 18 YEARS OF AGE?  YES  NO  
 IF NO, DO YOU HAVE A VALID WORK PERMIT?  YES  NO

CITIZENSHIP STATUS (CHECK ONE):  U.S.  PERMANENT RESIDENT  STUDENT VISA (TYPE) \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF FEDERAL, STATE, COUNTY, OR MUNICIPAL LAW, REGULATION OR ORDINANCE? (INCLUDE MILITARY COURT-MARTIAL, TRAFFIC ARRESTS, AND PAID TRAFFIC CITATIONS. DO NOT LIST ANY CRIMINAL CHARGES FOR WHICH THE RECORDS HAVE BEEN EXPUNGED. THIS INFORMATION IS USED AS A TOOL IN CONSIDERATION FOR EMPLOYMENT. A CRIMINAL OFFENSE WILL NOT NECESSARILY BAR YOUR EMPLOYMENT.  
 YES  NO

COURT: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_

IF YES, PLEASE DESCRIBE IN FULL: \_\_\_\_\_  
 \_\_\_\_\_

DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING FOR THE CITY OF FREDERICK?  YES  NO

NAME	RELATIONSHIP	POSITION HELD WITH CITY

**5. CERTIFICATION**

*Please read carefully before signing. Application must be signed to be considered for an internship with The City of Frederick.*

**I hereby certify my understanding of the following as indicated by my signature below:**

- This application is valid only for the internship for which I have applied.
- The information contained in this application is true and complete. I hereby authorize investigation of all statements contained in this application. I understand that falsification or omissions made by me of information herein (and/or in connection with this pre-employment process), regardless of time of discovery, may be sufficient grounds for rejection of me as a candidate for internship and/or termination of my internship.
- In accordance with applicable law, I agree to submit to any physical examination requested by the City (including screening for substance abuse), in connection with the processing of my application for internship should I be offered and accept an internship with The City of Frederick.
- If offered an internship, I understand that I will be required to furnish proof of identity and authorization to work in the United States.
- I understand that any offer for internship by The City of Frederick is of an indefinite duration and that either the City or I may terminate the internship at any time with or without notice for any or no reason.
- Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. This law DOES NOT APPLY to an individual who applies for employment or is employed as a law enforcement officer or as an employee of a law enforcement agency of the State, a County, or municipal corporation.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_