



FREDERICK

MARYLAND

INTERNSHIP APPLICATION

Please complete this application in its entirety.

An Equal Opportunity Employer

The City of Frederick is an equal employment opportunity employer. Discrimination against any applicant based on race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, marital status, veteran/reserve/national guard status, genetic information, or any other legally protected group protected by federal, state or local law is prohibited.

POSITION APPLIED: _____ JOB ANNOUNCEMENT # _____

1. PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME
STREET ADDRESS				
CITY		STATE		ZIP
HOME PHONE #	CELL PHONE #	WORK PHONE #		E-MAIL
HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF FREDERICK? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates of employment _____				

2. EDUCATION

High School			
Number of years completed: _____ Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No OR GED? <input type="checkbox"/> Yes <input type="checkbox"/> No Name and location of High School: _____			
College, Vocational, Business, and Graduate Level:			
NAME & LOCATION OF SCHOOL	MAJOR SUBJECT	DEGREE	EXPECTED GRADUATION DATE

3. SPECIAL SKILLS

List any **Skills, Certificates, or Equipment experience** relevant to the job for which you are applying:

4. ELIGIBILITY

If offered an internship, can you verify that you are 18 Years of Age? Yes No
 If no, do you have a valid work permit? Yes No

Do you have proof of your legal right to work in the United States? Yes No

Please complete this section only if the position for which you are applying requires that you drive a motor vehicle as a job duty.
 Do you have a **Valid Driver's License in good standing**? Yes No
 Driver's License #: _____ State in which issued: _____ Class: _____

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

NAME	RELATIONSHIP	POSITION HELD WITH CITY

5. CERTIFICATION (Read carefully before signing. Application must be signed to be considered for an internship)

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

- This application is valid only for the position for which I have applied.
- The information contained in this application is true and complete to the best of my knowledge. 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 employment should I be offered and accept a job with The City of Frederick.
- If offered a paid 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.

Printed Name: _____ Signature: _____

Date: _____