



INTERNSHIP APPLICATION PACKET CITY OF RALEIGH PARKS & RECREATION DEPARTMENT

PLEASE READ CAREFULLY: All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is **IMPORTANT** that you answer all questions on your application fully and accurately.

If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for Not Applicable.

This record will be strictly confidential and the exclusive property of the City of Raleigh, North Carolina.

The City of Raleigh complies with the Immigration Reform and Control Act of 1986. All employees must provide documentation to verify identity and employment eligibility within the first three days of employment with the City of Raleigh.

The City of Raleigh is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, age, disability, sexual orientation, or national origin.



THE PROGRAM

The Raleigh Parks and Recreation Department's Internship Program was created to assist students in making an effective transition from the classroom to the professional world.

The Internship Program offers internships to students in many areas including Parks, Recreation, Marketing and Business.

There are three internship sessions: spring, summer and fall. Position announcements are distributed for each session.

DURATION

Internships typically run during the following months, however it may be possible for other arrangements to be made:

Spring: January through April

Requirements:

- Attend Orientation Academy
- Complete a Special Project w/ Presentation (unpaid)
- Volunteer for two special events
 - Domino Days plus one additional

Summer: May through August

Requirements:

- Attend Intern Institute
May 21-22, 2008
- Complete a Special Project w/ Presentation (unpaid)
- Volunteer for two special events
 - May 31st (unpaid)
 - July 4th

Fall: September through November

Requirements:

- Attend Orientation Academy
- Complete a Special Project w/Presentation (unpaid)
- Volunteer for two special events
 - Halloween Trail plus one additional

Exact starting and ending dates will be arranged between the intern, supervisor and internship committee.

COLLEGE CREDIT

Many schools offer academic credit for internships. To determine if your school offers credit and/or the requirements of obtaining credit, you must contact your academic advisor.

ELIGIBILITY

A minimum of 50 hours previous experience related to recreation, parks or business (paid or volunteer) is required. The documentation sheet provided must be completed.

Any student currently enrolled at an institution of higher education is eligible to apply to the Internship Program.

If you attend a college or university, you must be of at least sophomore standing by the end of the semester you are currently completing. If you attend a vocational/technical school, you must have at least completed the first year of your program (at least nine months) by the beginning of the internship.

If the internship is not required by your university, we require that you seek advisory support from the university.

COMPENSATION

Compensation is directly tied to the positions interested in. The hourly wage differs for each position.

HOUSING

Housing is not provided by the Department; however, every effort is made to assist in locating housing in the area if it is needed.

COMPLETING THE APPLICATION

****Students applying for more than one position must complete a separate application for each position.**** Only one copy of the CCBI (Criminal Background Check) form is required. It is permissible to submit a photocopy of the application as long as the following criteria are met:

- **Each application must include a resume.** Applicants will be asked to submit their resume before applications are evaluated.

MAIL YOUR COMPLETED INTERNSHIP APPLICATION, CCBI FORM AND RESUME TO (Multiple copies may be submitted in one envelope):

Raleigh Parks and Recreation Dept.

Kathleen Murphy

2401 Wade Ave.

Raleigh, North Carolina 27607

Questions: email Kathleen Murphy at

Kathleen.murphy@ci.raleigh.nc.us

or call 831-6640



Raleigh Parks and Recreation

Visit our website at: parks.raleighnc.gov



INTERNSHIP APPLICATION

Please read the INTERNSHIP GUIDELINES before completing this application

Today's Date:		Position Title/Area of Interest: _____			
APPLICANT INFORMATION					
Last name:		First:		Middle:	
School Address:				School phone: ()	
City:	State:	Zip Code:		Cell phone: ()	
Permanent Home Address:				Permanent Home phone: ()	
City:	State:	Zip Code:	Personal Email Address:		
Personal Website:			School Email Address:		
INTERNSHIP INFORMATION					
Date available to begin:		Ending date:		Duration of Internship: (refer to your university's requirements)	
Have you had any previous internships?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, where?	
Would this internship be for course credit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Advisor's Name:			Advisor's Email Address:		
Advisor's Address:				School phone: ()	
P.O. box:	City:		State:	ZIP Code:	
Does your school require a project with this internship? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SCHOOL INFORMATION					
University/College/Vocational/Technical School you are attending:					
Educational status at start of internship (note eligibility on INTERNSHIP GUIDELINES)					
College:	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Graduating Senior (month/year:)	<input type="checkbox"/> Graduate Student
Majors(s)/Minors:					
Relevant Courses:					
Vocational/Technical School Program of study:					
Length of program:			Number of months completed:		
Relevant Courses:					
CONTINUED ON NEXT PAGE					



Raleigh Parks and Recreation

FIELD RELATED EXPERIENCE

A minimum of 50 hours previous experience related to recreation, parks, or position you are applying for (paid or volunteer) is required.

#1

Agency/Organization:		Job Title:	
Supervisor:	Phone #: ()	Email Address:	
Work Dates:		Approximate Hours:	

#2

Agency/Organization:		Job Title:	
Supervisor:	Phone #: ()	Email Address:	
Work Dates:		Approximate Hours:	

#3

Agency/Organization:		Job Title:	
Supervisor:	Phone #: ()	Email Address:	
Work Dates:		Approximate Hours:	

#4

Agency/Organization:		Job Title:	
Supervisor:	Phone #: ()	Email Address:	
Work Dates:		Approximate Hours:	

WRITING SAMPLE

*Please attach answers to the questions below to your application.
You must type a minimum of 300 words per question.*

1. Why do you want an internship with the Raleigh Parks and Recreation Department?
2. List 3 goals you would like to accomplish during your internship?

How did you hear about the Raleigh Parks and Recreation Department's Internship Program?

<input type="checkbox"/> University/College	<input type="checkbox"/> Website	<input type="checkbox"/> Past Intern with our Department	<input type="checkbox"/> Other:
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EMERGENCY CONTACT INFO

Name of local friend or relative (not living at same address):	Relationship to applicant:	Home phone no.: ()	Cell phone no.: ()
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Please submit internship application, resume, part-time application, and CCBI form to:
Raleigh Parks and Recreation Dept.
Kathleen Murphy
2401 Wade Avenue
Raleigh, NC 27602
Phone: (919) 831-6640

I certify that the information I have provided is true, correct, and complete to the best of my knowledge.

<i>Signature</i>	<i>Date</i>
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PART-TIME EMPLOYMENT APPLICATION CITY OF RALEIGH PARKS & RECREATION DEPARTMENT

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Equal Opportunity Employer

**2401 Wade Avenue, Raleigh, N.C. 27607
(919) 831-6640**

PERSONAL DATA

1. Position for which you are applying: _____ Division: _____

2. Name of Applicant

 Last Name First Middle

3. Phone (Area Code/Number)

 Home Office Other

4. Social Security Number: _____

5. Present Mailing Address

 (Number and Street, RFD or Post Office Box Number)

 City County State Zip Code

6. Permanent Address (If other than shown above)

7. Name of person to be notified in case of emergency

 Name Relation

 Address Phone

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Grade School High School	HIGH SCHOOL EQUIVALENCY TEST Date Passed _____ State Awarded _____ Where Taken _____	COLLEGE Indicate number of credit hours received _____
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Schools	Name and Location	DATES ATTENDED		Graduated	Type of Diploma or Degree	Major or Field of Study
		From:	To:			
High School				YES <input type="checkbox"/> NO <input type="checkbox"/>		
Tech Inst. or Schools				YES <input type="checkbox"/> NO <input type="checkbox"/>		
College(s) or University (s)				YES <input type="checkbox"/> NO <input type="checkbox"/>		
Graduate School				YES <input type="checkbox"/> NO <input type="checkbox"/>		

WORK HISTORY

If applicable, in the space below give your employment history, beginning with your PRESENT or most recent employer. And list position held, including military, part time, summer, and volunteer work.

A. Name and Business Address of Employer: _____

Dates of Employment: From: _____ To: _____ Title of position: _____

Is this part-time or full time Number of hours worked per week:

Name and title of supervisor: _____

Description of duties and responsibilities: _____

Reason for leaving or desiring a change: _____

May we contact your present employer regarding your record of employment? Yes No

B. Name and Business Address of Employer: _____

Dates of Employment: From: _____ To: _____ Title of position: _____

Is this part-time or full time Number of hours worked per week:

Name and title of supervisor: _____

Description of duties and responsibilities: _____

Reason for leaving or desiring a change: _____

May we contact your present employer regarding your record of employment? Yes No

20. Are you licensed to operate a vehicle? License No. _____ State _____
 Do you have a Class B driver's license? Yes No

21. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for this position for which you are applying. DO NOT repeat names of supervisors listed under WORK HISTORY.

A. Name _____ Phone _____
 Present Address (include zip) _____
 Business or Occupation _____

B. Name _____ Phone _____
 Present Address (include zip) _____
 Business or Occupation _____

C. Name _____ Phone _____
 Present Address (include zip) _____
 Business or Occupation _____

22. Space for detailed answers. Indicate item number to which answers apply.

ITEM NO.	DETAIL

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

DECLARATION OF APPLICATION:

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions and that the information I have provided in this application for employment is subject to verification by the City of Raleigh. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, may be terminated.

 Signature

 Date

Thank you for making application for employment with the City of Raleigh

Examples of Offenses Considered Unacceptable for Employment/ Volunteer with the City of Raleigh Parks and Recreation Department

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter
Murder
Homicide
Abduction (of child or adult)
Robbery
Carjacking
Extortion
Felony Stalking
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)
Drive by shootings
Child abuse/neglect
Possession of child pornography
Escape from jail
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)
Prostitution
Rape
Embezzlement
Forgery
Burglary or Larceny
Possession of weapon on school grounds, possession of weapons to cause mass destruction
Resisting a Public Officer
Domestic Abuse
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background checks will be performed on each Candidate/Volunteer:

- 1: **National Offender Registry Check**=Results available at <http://www.nsopr.gov/>
2. **NC Department of Corrections** = Results available at http://webapps.doc.state.nc.us/apps/offender_servlets/search1
3. **AOC/CCBI Statewide Record Check**= Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.