

Application for Internship

Return To:
Boone County Conservation District
603 N. Appleton Rd.
Belvidere, IL 61008

Date of Application ____/____/____

Name _____
Last First MI

Home Address _____
Street City State Zip

School Address _____
Street City State Zip

Home/School Phone (____) ____-____ Cell Phone (____) ____-____ Email _____

Have you held employment with the Boone County Conservation District before? YES NO

If YES, when? _____

Do you meet the minimum age requirement for the position for which you're applying? YES NO

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? YES NO

Date available to begin internship ____/____/____

What type of internship are you looking for? *Please check all that apply.*

Natural Resource Management Environmental Education Administration

EDUCATIONAL BACKGROUND

NAME & LOCATION	YEARS OR LEVEL COMPLETED	DID YOU GRADUATE?	DEGREE EARNED	MAJOR COURSE(S) OF STUDY
High School				
College				
Other				

EMPLOYMENT HISTORY

DATES	EMPLOYER/ SUPERVISOR	PHONE	POSITION & DUTIES	REASON FOR LEAVING

REFERENCES *Please list three persons (not relatives) having knowledge of your character, experience, work habits and ability. If you are currently enrolled in school, please include one of your teachers/professors.*

NAME	PHONE	YEARS KNOWN

List any training, skills, licenses, and/or certifications related to job functions.

Briefly describe why you want to participate in an internship.

List any major requirements of your internship (*i.e. submit weekly papers, performance reviews from supervisor, etc.*)

Is an internship a requirement for graduation?

YES NO

Name and phone number of professor or college faculty overseeing your internship (if applicable).

Name _____

Phone (____) ____-_____

The Boone County Conservation District strives to provide quality internship opportunities that are either paid or involves a stipend. However, the funding for paid internships varies from year-to-year. **If funding is unavailable, would you be willing to participate in an unpaid internship?** YES NO

Have you ever been convicted of a felony or misdemeanor other than a traffic ticket? YES NO
(A conviction may be relevant if job-related, but will not necessarily disqualify an applicant from employment.)

If YES, please explain _____

Are you willing to consent to a drug and/or background check upon approval of an internship? YES NO

THIS IS NOT A CONTRACT OR AGREEMENT

I understand that if I am employed/participating in an internship, any misrepresentation or material omission made by me on this application will be sufficient for cancellation of this application or immediate discharge from BCCD's service, whenever it is discovered.

I give the BCCD the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the BCCD and its representatives for seeking, gathering and using such information and all other persons.

The BCCD does not unlawfully discriminate in employment/internships and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment/internship on a basis prohibited by local or federal law.

This application is current for one year, at the conclusion of this time, if I have not heard from BCCD and still wish to be considered for employment/internship, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the BCCD reserves the same right to terminate my employment/internship at any time, with our without cause and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment/internship for any specified period or definite duration. I understand that no representative of the BCCD other than an authorized officer has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is BCCD's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

If I am hired, I authorize the Boone County Conservation District to perform a criminal background check for positions that require the applicant to work with children or large amounts of money.

Applicant's Signature _____ **Date:** ____/____/____