



Intern/Volunteer Application

COMPLETE APPLICATION - PRINT LEGIBLY IN INK OR TYPE DO NOT LEAVE ANY BLANKS. PLEASE INDICATE "N/A" ON ALL AREAS NOT APPLICABLE. UPONSUBMISSION PLEASE INCLUDE AN UPDATED RESUME AND COPY OF PHOTO ID.

APPLICANT INFORMATION																				
Department: _____		Availability: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Saturday</th> <th style="width: 14.28%;">Sunday</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday														
First Name:	Middle Name:	Last Name:	Date of Birth:																	
Present Address (Street Number & Apt./Unit/PO Box):		City:	State:	Zip Code:																
Home Phone:	Cellular Phone:	Other Phone:		E-Mail Address:																
Have you interned for the City of Hialeah before? If yes, please list: Yes No																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="width: 50%;">Date (Month/Year)</th> <th style="width: 50%;">Departments</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>							Date (Month/Year)	Departments												
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SKILLS / LICENSES / CERTIFICATIONS																				
Special Skills:																				
Other training, volunteering, or relevant experience:																				
EDUCATION																				
Are you a High School Graduate?		Name of High School Attended:		Name of College/University/Vocational School Attended:																
Yes No																				
EMERGENCY CONTACT INFORMATION																				
First Name:		Last Name:		Relationship:																
Address (Street Number & Apt./Unit/PO Box):		City:	State:	Zip Code:	Phone Number:															
CONVICTION RECORD																				
Have you ever been convicted or had adjudication withheld in a criminal offense other than a minor traffic violation; entered a plea of nolo contendere (no contest), pled guilty of a felony or a misdemeanor, including any instances where the conviction, plea of nolo contendere, guilty plea or adjudication of guilt has been expunged from your record; or are there any criminal charges now pending against you? Yes No																				
If yes, list the date, place and disposition of each listed case and/or indicate whether it is open/pending (attach additional sheet if needed).																				
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CONSENT TO RELEASE CONFIDENTIAL RECORDS AND INFORMATION

As an intern/volunteer with the City of Hialeah, I hereby consent to a routine background investigation conducted by the City. In connection with this investigation, I consent to the release of any and all records and information concerning me, to the City upon the City’s request.

This consent includes the release of all records and information concerning me to the full extent permitted by law, including the release of all confidential records and information that may not be released without my prior written consent.

I understand that such records and information may include, but are not necessarily limited to: reasons for termination of employment, including military service; or any other personal information which may not otherwise be obtained without my prior written consent.

Print Name

Signature

Date

ACKNOWLEDGMENT

I hereby certify that all the statements made by me on this application and on any documents, I have submitted are true, accurate and complete to the best of my knowledge. I understand that all information and documents are subject to investigation and that exaggeration, falsification, misrepresentation, or omission is sufficient cause for disqualification, immediate dismissal from the City service and/or disqualification from applying for any position in the service of the City of Hialeah. If intern/volunteer is a minor, I am the consenting parent/legal guardian and I have reviewed and consent to the child’s participation in this program and attest that the information provided is correct.

I fully understand and acknowledge the City is under no obligation to accept all interested interns.

I understand that all interns are required to successfully complete any or all of the following before placement in any intern position:

(A) Fingerprinting (B) Background Investigation. Depending on the nature of the internship assignment and in accordance with federal, state, and local requirements, interns may be subject to drug screening and/or reference checks in addition to the criminal history check.

I understand and acknowledge that my internship is contingent upon my successfully completing the background screening and that once I have been cleared, I will be contacted with the day and time that my intern/volunteer assignment commences.

I understand that in compliance with Florida Statutes 119.071(5), the City of Hialeah collects and uses Social Security numbers for completing applicant’s background screening.

I understand and acknowledge that the City of Hialeah does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, retaliation, or genetic information. All interns and volunteers are required to undergo background screening prior to beginning the internship or volunteer assignment. The City of Hialeah is a Drug and Alcohol-Free Workplace.

I understand that it is my responsibility to keep my address and telephone number(s) updated with the Human Resources Department. If I cannot be contacted, I may forfeit my eligibility for interning or volunteering.

Print Name

Signature

Date

FOR HR USE ONLY:

CONFIRMED, This INTERN/VOLUNTEER has been accepted by the _____ Department.

Start Date: _____

HR REP. PRINT NAME

Signature

Date