

City of Phoenix

Parks and Recreation Department

Building Healthy Communities through Parks, Programs, and Partnerships

Intern Application

NAME:	PHONE: ____ - ____ - ____
MAILING ADDRESS:	
CITY:	ZIP:
EMAIL:	

COLLEGE/ UNIVERSITY:	
FACULTY ADVISOR:	PHONE: ____ - ____ - ____
ADVISOR'S ADDRESS:	
CITY:	ZIP
EMAIL:	

INTERNSHIP REQUIREMENTS (attach additional information as needed):

1. What is the length of internship required by your College/University? (Hours / Weeks)

 Identify if you are a: Undergraduate Student Graduate Student
2. What are the prospective dates of your internship? _____
3. What are your goals and objectives for the internship?
4. Are you required to do a major project during your internship? Y N
 If yes, please explain.
5. What is your anticipated graduation date? _____
6. Current GPA: _____
7. What is the area of emphasis in your major?
8. Are you currently a member of a professional organization? Y N ; if yes, please list.
9. Are you currently an employee with the City of Phoenix? Y N ; if yes, provide department and section: _____

10. In order to have an internship tailored to your interests, please rank your top three points of interest.

Sports and Turf Management	Aquatics Management/Marketing
Golf Management	Youth/Teen Development
Recreation Facility Management	Parks Operations
Senior Recreation	Special Events/Cultural Programs
Management Services	Adaptive Recreation
Park Development	Personnel and Payroll
Public Information/Marketing	ITD
Outdoor Recreation Programs/Environment Management/Park Ranger Program	Specialized Maintenance (Forestry, Urban Forestry, Water Resource Mgmt., Horticulture, Trades)

Please list any other interests that are not noted above:

Have you ever been convicted of, or paid a fine for, an offense other than minor traffic violations or juvenile offenses? **Yes** ___ **No** ___. If yes, give details (dates, charges, dispositions, etc.) If you will be working with youth, please also list any arrests for crimes against children, indecent exposure, or other similar offenses.

All interns will be subject to a background check. Interns will be fingerprinted and processed through the Federal Bureau of Investigations criminal data base. You maybe asked to take a drug test during your internship.

**Answering yes to any of the above question does not automatically exclude consideration. Relevance to assignment will be considered. However, not identifying this information will prevent your selection, or cause termination of your service.

PLEASE SUBMIT YOUR APPLICATION BY ONE OF THE FOLLOWING DEADLINE DATES, TO BE ELIGIBLE FOR THE RESPECTIVE SEASON / TERM INTERNSHIP.

Fall - June 30 **Winter/Spring – October 31** **Summer – March 15**

I HEREBY CERTIFY THAT ALL THE STATEMENTS CONTAINED ON THIS APPLICATION AND ANY ATTACHMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT OMISSIONS OR MISSTATEMENTS MAY BE CAUSE FOR REJECTION OF THIS APPLICATION FROM THE MANAGEMENT RECREATION INTERNSHIP PROGRAM.

SIGNATURE

DATE

MAIL COMPLETE APPLICATION (along with the appropriate documents which are: cover letter, resume, copy of transcripts, letter of recommendation from his/her academic advisor) TO:

**CITY OF PHOENIX
PARKS AND RECREATION DEPARTMENT
200 WEST WASHINGTON, 16TH FLOOR
PHOENIX, AZ 85003-1611**

OFFICE# (602)495-5937

FAX# (602) 732-2330

EMAIL: brandie.ishcomer@phoenix.gov