

APPLICATION FOR INTERNS

Name:

Division/Bureau/Section:

Classification:

Date Hired in Current Position:

Internship you are applying for: Supervisory Non-supervisory

Submit a resume and respond to the following questions.

1. **What are your career goals for the next three years?**
2. **Have you had any previous job/career-related training or education? If yes, please explain.**
3. **What Civil Service exams have you taken to achieve your long-term goals (Identify classifications)?**
4. **What do you hope to achieve through this program?**
5. **Briefly summarize your work and home/leisure experiences, skills and interests which you feel are relevant to this internship.**

Complete these questions only if you are applying for a supervisory intern position.

6. **How would you describe your supervisory/management abilities? Describe relevant examples.**
7. **In what ways have you demonstrated leadership ability within your organization or in outside activities (e.g., community programs, education, etc.)?**

Your resume and application will be shared with the mentors and individuals involved in the review and selection process.

Date (MM/DD/CCYY)	Applicant's Signature
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Please send completed application to the Human Resources Specialist. Ask your supervisor to complete the *Immediate Supervisor's Reference* (ET-8286) from the LAN.