



Town of Kernersville Internship Application

An Equal Opportunity/Drug Free Employer

134 East Mountain Street-P.O. Box 728-Kernersville, North Carolina 27285-0728
(336) 992-0306 www.TOKNC.com

Applications must be completed in ink or typed. **Fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. Unsigned and incomplete applications may not be considered.** Once submitted, application materials become the property of the Town. The Town only accepts originally signed applications. The Town does not accept applications by fax or e-mail.

CURRENT INFORMATION

1. Internship for _____ Date: _____
2. When will you be available for an internship? _____
3. Name: _____
Last First Middle
4. Address: _____
Street & NO. or PO Box City State Zip
5. Telephone: (_____) _____ (_____) _____ If neither, where can you
Home Business be reached? (_____) _____
6. Email Address: _____
7. Are you 18 or older? YES NO If NO, what is your birthday? _____
If NO, do you have a work permit? Yes NO

GENERAL INFORMATION (Attach additional sheet if needed.)

If you need to explain any answer, use the space under item 24, EXPLANATIONS.

8. How did you come to know about our internship program? _____

9. Why are you interested in interning with the Town of Kernersville? _____

10. What are your goals for this internship? _____

11. Faculty Sponsor's Name: _____ Telephone: (_____) _____
Department: _____ Email: _____
Name of Academic Institution: _____
12. Have you ever been convicted of a crime? If YES, explain under item 24, EXPLANATIONS. YES NO
(Excluding traffic offenses where court costs and fine were less than \$100.00. Please do not disclose information regarding any arrest, criminal charge or criminal conviction that has been expunged.)
NOTE: A conviction record is not an absolute bar to internship. The Town will consider the nature and gravity of the offense, the time that has passed since conviction, and the nature of the internship for which you have applied.

EMPLOYMENT/VOLUNTEER HISTORY

Record your complete work/volunteer history in the spaces below. Begin with your current or most recent position. (Include military and related volunteer experience.) Attach as many sheets as are necessary to account for your complete record. Be sure to account for gaps in your employment history. Please be thorough, including completing the "Duties" lines. "See attached resume" is not acceptable in the DUTIES space

A. CURRENT OR MOST RECENT WORK EXPERIENCE (or explain gap in employment)

Job Title: _____ Part-time Full-time

Name and title of Supervisor _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____
Street City State

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

B. NEXT MOST RECENT WORK EXPERIENCE (or explain gap in employment)

Job Title: _____ Part-time Full-time

Name and title of Supervisor _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____
Street City State

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

C. NEXT WORK EXPERIENCE (or explain gap in employment)

Job Title: _____ Part-time Full-time

Name and title of Supervisor _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____
Street City State

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

PERSONAL REFERENCES:

Please list references that have personal knowledge of your academic or work performance. Do not include family members or past supervisors.

NAME	PHONE NUMBER	ADDRESS	RELATIONSHIP	YEARS KNOWN
1.				
2.				
3.				

OTHER INFORMATION

21. Have you had disciplinary action taken against you in the past 12 months (academic or employment)? YES NO
 If YES, explain under item 24, EXPLANATIONS. (A YES, will not automatically disqualify you.)
22. Have you ever been dismissed or forced to resign from any academic program or job? YES NO
 If YES, explain under item 24, EXPLANATIONS. (A YES, will not automatically disqualify you.)
23. If currently employed, may we contact your present employer for a reference? YES NO

24. EXPLANATIONS: Indicate item # to which answers apply.

ITEM#	

I understand this application is to verify I would be good candidate for internship with the Town of Kernersville and it is not an application for employment. Acceptance to the internship program is not an offer of employment nor should it be construed as any other offer or agreement.

I authorize the Town of Kernersville to conduct a personal background investigation in connection with my internship application. This investigation may include information from educational institutions, police and/or court records, Department of Motor Vehicle records, listed personal references and/or other references, previous employers and other appropriate sources.

I authorize the release of any information the Town of Kernersville may request from the above sources. I further waive all rights to inspection or review of any information compiled.

I fully understand all information gained from such investigation is confidential.

I agree to provide any further information which may be requested and hereby certify that there are no willful or negligent misrepresentations, omissions, or falsifications in any of the internship applications or documents furnished or answers to questions. Falsification of any information will terminate the internship application process. Additionally, I am aware that willful misrepresentations, omissions, or falsifications in any of the applications or documents furnished or answers to questions are grounds for termination of internship should I be accepted to such internship with the Town of Kernersville.

I hereby release the Town of Kernersville, its agents and representatives and any person(s) so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such document, records, and other information for the investigation made by the Town of Kernersville.

Furthermore, I understand that an internship with the Town of Kernersville is contingent upon the successful completion of a drug-screening test to be administered after an offer of internship is made. (Successful completion of the test means that the person tested negative for illegal drugs and substance abuse.)

SIGNATURE _____

DATE _____