



## CITY OF HIGH POINT INTERNSHIP APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number	State of Issue	Gender	Race
_____	_____	_____	_____

Have you ever been convicted of a (felony/misdemeanor) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please give date, state, county, nature and disposition of offense \_\_\_\_\_

Briefly explain your reason(s) for applying for this internship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what school are you fulfilling this intern requirement? Name and Location

\_\_\_\_\_

What course of study are you pursuing? \_\_\_\_\_

When do you wish to participate in your internship with the City of High Point?

\_\_\_\_\_

Hours Required \_\_\_\_\_ Deadline \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_



Please list the point of contact information (academic advisor) for your program (name, phone number and email address):

First and Last Name	Phone Number	Email Address
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As a part of our procedure for processing your internship application, or otherwise determining your eligibility for a position with the City of High Point, a consumer report/criminal background check may be obtained. This inquiry may include information as to your character, general reputation, personal characteristics, and mode of living.

**AGREEMENT**

A prospective intern must be a college student or graduate student currently enrolled in a degree program. Internships with the City of High Point are considered unpaid, volunteer positions and therefore the intern will not receive any compensation for their internship hours. In addition, the intern will not be covered by the City of High Point insurance policy or Worker’s Compensation during their internship time.

As an intern, you agree to comply with any ethical codes or similar standards of conduct applicable to the staff of the department in which you provide volunteer services. You are asked to familiarize yourself with any applicable department procedures and practices as they relate to your activities, and be subject to directors and supervision by City employees.

The intern will be assigned a supervisor who will monitor work hours and review objectives to ensure compliance, however it will be the intern’s responsibility to follow the schedule they are given. All interns are expected to dress in an appropriate and professional manner during their internship. Business casual dress is required unless your supervisor has provided you with alternate instructions on appropriate attire.

An intern ID badge will be issued at the beginning of the internship and will be expected to be worn at all times. The ID badge must be returned to Human Resources at the end of the internship.

You are under no obligation to provide any services to the City and are free to discontinue your internship upon written notice to the City.

If you are provided any City property or equipment to use in the course of your activity, you agree that you will immediately return such property or equipment in good condition except for wear and tear associated with normal use. As an intern, you are not authorized to act in any way on behalf of the City, including providing official approval or denial of development proposals, signing contracts or other agreements, supervising employees or otherwise attempting to bind the City to any agreement.



You are not to remove any documents from your department without express permission from your supervisor. Any confidential or privileged information that you may work with or encounter during your internship must be kept confidential in accordance City procedures and policies. Rules of confidentiality will apply to all work done during the internship and remain in effect after the internship is completed. You are to consult with you supervisor should you have any questions regarding the confidential nature of information.

I authorize the City of High Point to conduct any investigations/background checks with and regarding previous internships, any schools or other educational institutions which I may have attended, and any police and court records.

The intern hereby assumes all risks and hazards of the internship position being applied for, including but not limited to any injuries the intern may experience in the performance of their duties, and the City is released from all claims that may be raised by the intern resulting from work done during the internship.

By signing this agreement, I acknowledge that I have read this Agreement, understand the terms it contains, and agree to abide by them as a condition of my internship at the City. I understand that failing to meet these conditions could result in my removal from the City of High Point Internship program.

\_\_\_\_\_  
Intern Signature

Date\_\_\_\_\_

Dept Representative\_\_\_\_\_

Site/Location \_\_\_\_\_

HR Director \_\_\_\_\_