



CHARLOTTE COUNTY GOVERNMENT HUMAN RESOURCES

Internship Application

To be considered for an internship, your course of study, previous experience and activities must relate to the requirements and major functions of the classification specification.

Name	Employee ID#	Internship Period: (Semester/Summer)
Address	Daytime Phone	Area of Concentration
	Evening Phone	Expected Job Title

Career goal post graduation:

Briefly describe why you wish to become an intern with Charlotte County Government.

Briefly describe why you feel you are the most qualified individual for this program.

Briefly summarize the type of internship experience you are seeking.

Concentration/Related Coursework
List courses completed within your area of concentration.



CHARLOTTE COUNTY GOVERNMENT HUMAN RESOURCES

Internship Application

Employment History
Beginning with your present position, list, in reverse order, the last 5 years of employment history.
You may attach additional sheets if additional space is needed.

Dates From: _____ to _____	Position/Title	Department/Supervisor
Duties		
Reason for Leaving		
Dates From: _____ to _____	Position/Title	Department/Supervisor
Duties		
Reason for Leaving		

Education

	Years	School	Location	Major	Degree (Please Specify)
High School					
College					
Graduate Study					
Vocational					
Other					



CHARLOTTE COUNTY GOVERNMENT HUMAN RESOURCES

Internship Application

Skills/Professional Certifications

List any skills/certifications relevant to the position for which you are applying
(i.e. typing, Microsoft Office, Word, Excel, Access, AutoCAD, etc.)

Certification and Agreement

I understand that my personnel file may be reviewed if I am being considered for this position. I also understand that my attendance records, safety records, and overall performance may be discussed.

I certify that the information provided herein is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Return completed application to Human Resources Department via fax 941.743.1254 or email to Michele.Fitzgerald@CharlotteCountyFL.gov

Application reviewed/approved: _____

Human Resources Director or designee: _____