



UNPAID INTERNSHIP APPLICATION

City of Joliet
Human Resources: (815) 724-4020
Fax: (815) 724-4039

Return form to Human Resources Division
150 W. Jefferson Street
Joliet, IL 60432

The City of Joliet has limited opportunities for unpaid internships for college students. The internship request will only be considered with the following conditions: the assignment will satisfy school requirements for completion of specific coursework or graduation in a field relevant to public administration; and whether the City has an appropriate work assignment, dependent upon the student's educational major.

All information contained in or connected with this application is considered personal and confidential and used only in conjunction with your internship with the City of Joliet.

In order to be considered for an internship, you must submit a signed and completed application along with a cover letter and resume. Please include a copy of your University/College internship syllabus, which will explain the requirements to participate in an internship program. All application items must be submitted as a complete package. Incomplete applications will not be considered.

Last Name _____ First Name _____ Middle Initial _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

University/College: _____ City: _____ State: _____

College Level 1 2 3 4 Degree or Major: _____

Graduate Level 1 2 Degree or Major: _____

Required Hours: _____ Start Date: _____ End Date: _____

Major/Field of Interest: _____

PLEASE READ CAREFULLY BEFORE SIGNING.

RELEASE AND CERTIFICATION: I certify that the statements and responses on this application (or any accompanying documents) are true, accurate and complete to the best of my knowledge. I understand that any falsification or omission of material facts may cause the rejection of this application. I authorize the City of Joliet to investigate any of the information contained in this application, and I release the City of Joliet from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I agree to submit to a background check if offered an internship with the City of Joliet.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

FOR INTERNAL USE ONLY

Intern Name: _____
Division Assigned: _____
Start Date: _____



CITY OF JOLIET
Human Resources Division

Background Check Authorization

Pursuant to the Fair Credit Reporting Act (FCRA) 15 U.S.C. §1861, you are notified of the City of Joliet's intent to conduct a check of your background which may affect your application for employment or employment status. This check may include driving record, driver's license verification, criminal background, employment, references and education verification.

Periodically, the City will perform checks of driving records of any employee who may drive a City vehicle or other transportation apparatus to conduct City business. Individuals who perform safety-sensitive job duties are regulated by U.S. Department of Transportation policy and employers are required by law to provide records of drug and alcohol testing history to a new employer.

Discovery of certain adverse information on the background or records check may be grounds for the City to take action against an applicant or employee, including but not limited to: not hiring or withdrawal of a contingent job offer, suspension, reassignment, or termination of employment.

Your signature below authorizes the City of Joliet to conduct necessary background checks in conjunction with your application for internship and releases the City of Joliet from any and all liability in conducting this search.

Signature

Social Security Number

Date

Please print required information below:

Last Name

First Name

Middle Name

Street Address

City, State

Zip Code

Driver's License Number

State Issued

Expiration Date

Date of Birth*

Gender*

Race*

List any other addresses from the last seven years.

List any other name changes.

*Date of birth, gender, and race are required to complete the background check only and are not considered in the internship selection process.