

BLADEN COUNTY GOVERNMENT

Human Resource Management

P.O. Box 1048

Elizabethtown, NC 28337

Voice: (910) 862-6700

Fax: (910) 862-6767



2014

INTERNSHIP PROGRAM

Be a part of serving a community and gain valuable lifelong experience as an intern.

If you are looking for a summer opportunity to gain college credit and valuable work experience, please apply.



EXPAND YOUR KNOWLEDGE!

Program

The internship program, with Bladen County Government, is an 8-week paid summer internship program that provides students with a unique opportunity to learn how local government departments and agencies operate. Students will gain professional experience in their assigned county department, develop a comprehensive perspective on the mission and vision of Bladen County, and opportunities for networking and professional development.

2014 Program Dates

Internship program will be held from June 15 to August 15

- Application deadline: May 30
- Candidates notified of selection: June 13

Program Eligibility

To participate in program, candidates must:

- Participate in the full 8-week program.
- Be currently enrolled full-time in an accredited college or university (junior, senior or graduate student).
- Have a cumulative GPA of at least 2.8.
- Provide approval for academic credit for internship opportunity.

How to Apply

The attached application must be completed and submitted, along with additional supporting documents outlined below:

- Bladen County Summer 2014 Internship Application
- Letter of interest and resume
- University/college transcripts – undergraduate and graduate (if applicable)
- Name and contact information for two references

In order to properly evaluate your application, it is essential that all questions are answered completely. A resume can only supplement your application. Send the documents outlined above in one email to apharr@bladenco.org or mail packet to the following address:

Human Resource Management
Internship Coordinator
PO Box 1048, Elizabethtown, NC 28337
(910) 862-6700

Application materials must be received by 5 p.m. on application deadline date for consideration.



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**Bladen County Government
 Internship Application
 Summer 2014**

First Name	Middle Initial	Last Name

Current Address (Street or P.O. Box, City, State and Zip Code)

Phone Number	Cell Number

Email Address

Are you authorized to work in the United States of America?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, state type of offense, date, location and explanation:

A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from internship employment consideration or may result in dismissal if you have been hired. The nature of the offense, when the offense occurred, type of internship you are applying for and your truthfulness may be taken into consideration.

EDUCATION

Undergraduate Study	City, State
Name of College/University	
Degree seeking/received	
Major	Minor
Dates attended	GPA
Current Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Graduation Date
Graduate Study	City, State
Name of College/University	
Degree seeking/received	
Major	Minor
Dates attended	GPA
Graduation Date	

INTERNSHIP EXPERIENCE

Will you receive college credits if offered this internship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of hours available per week:	Hours per week	
Please list the days you are available per week:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
In order of preference, please list up to three departments that you are applying for an internship opportunity with as advertised at www.Bladen.gov/internships.	1.	
	2.	
	3.	



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Certification of Application Information

I certify that the information provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me on this application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold Bladen County, its officials and employees harmless in that event.

Authorization to Obtain Information

I authorize Bladen County to perform a background investigation in connection with my application for an internship. This investigation may include information as to my criminal history, credit report, schools attended, Division of Motor Vehicles records, present/past employers, professional references, personal references, military records and other appropriate sources.

Criminal background checks will be conducted on all interns. Applicants will be required to submit to fingerprinting which will be forwarded to the Federal Bureau of Investigations.

I authorize release of any information that Bladen County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered an internship, it will be contingent upon a successful drug test and/or criminal background investigation.

Signature:

Date:

An Equal Opportunity Employer Committed to Workforce Diversity