# Alachua County Library District
# Library Intern Program Application Checklist

Dear Applicant,
Thank you for your interest in Alachua County Library District's High School Internship Program. Applications are not considered complete unless all of the following items are included. Letters of recommendation should be treated as confidential and can be included in sealed envelopes.

Please use this checklist to make sure your application is complete.

**1.** ____ Complete application form (A-H) including branches for which you are applying

**2.** ____Essay typed on separate sheet of paper

**3.** ____Signed Letter of recommendation from a teacher of your choice; it should address your ability to succeed in a hands-on internship program, career goals, and dedication; this teacher can be from the present or previous school year(s); if you are home-schooled, please get a letter of recommendation from another adult (other than your parents) who knows you in a leadership or academic situation.

**4**. ____ High school transcript including grades from most recent semester completed

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## Mail or drop-off the completed application to:

Alachua County Library District
Attn: Administration
High School Intern Program Application
Headquarters – 401 East University Avenue
Gainesville, FL 32601-5453

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Applications will be accepted by mail or drop-off only (no faxes) and must be received or postmarked by midnight on the due date. Late or incomplete applications will not be considered. Please call 352-334-3910 with any questions.
We encourage you to submit your applications before the due date.

**One position per application form** - You may apply for only one internship semester on each application form. If you are not hired for a particular semester and wish to apply for a future semester, you must submit a new application.

The **Alachua County Library District Internship Program** is designed to provide academic enrichment and career awareness for juniors and seniors in high school who plan to attend college and are curious about exploring careers at the library.

Candidates must be eligible to work in the United States and meet the following criteria:

- Current high school junior or senior, age 16 or older
- GPA 2.5/4.0 or higher

**Drug testing is required for all final applicants. All offers of employment are contingent upon the successful completion of a pre-employment drug test.**

## Alachua County Library District
## Library Intern Program Application

(please print with a black or blue ballpoint pen)

This application is for the Fall 2010 **semester October 18 to December 17, 2010** ***(application deadline: is September 17, 2010)***. Students will be placed in one of our ten library branch locations. Please indicate your top three choices (the locations to which you can provide your own transportation): 1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice.

| | | |
|---|---|---|
| _____City of Alachua | _____Headquarters (downtown Gainesville) | _____Newberry |
| _____Archer | | _____Partnership |
| _____Hawthorne | _____ Micanopy | _____Tower Road |
| _____High Springs | _____Millhopper | _____Waldo |

**A. Personal Information**

1. Name:_____
   Last First Middle Initial
2. Address:_____
   Street
   _____
   City State Zipcode
3. Father/Guardian Name_____phone number_____

   Mother/Guardian Name_____phone number _____
4. Date of Birth: _____/_____/_____
   month day year
5. Social Security Number: _____
6. Current Phone Number:(____)_____
7. Email address:_____

   If you do not have access to email, please check here:_____
8. Is the email address given

   ___your email ____your parent's email ____a friend's email ____other
9. Are you eligible to work in the United States? Yes No
10. Who to contact in case of an emergency:

    Name_____
    Last First

    Relationship to Applicant_____

    Phone Number where they can be reached_____

11. Have you ever been employed by the Alachua County Library District?_____

If yes, please list department and dates:

_____

**B. Educational Background**

12. What is the name and address of your high school?

_____ _____ _____
name of current high school city state

13. What are the names and addresses of other high schools, if any, that you attended?

_____ _____ _____
name of high school city state

_____ _____ _____
name of high school city state

14. What grade are you in now? ___11th ___12th

15. When do you expect to graduate? _____/_____
month year

16. How did you learn of this program?

___teacher ___internet ___friend ___other_____

17. What is your high school GPA _____ (ie. 3.0 on a 4.0 scale, 75% on a 100% scale)

**C. Extracurricular/Leadership Activities**

18. Please list extracurricular, leadership, and/or volunteer activities in which you have participated, and the approximate dates:

_____

_____

_____

_____

**D. Recommendation**

19. Please give the name, position, and contact information of the person from whom you will be receiving a letter of recommendation.

Name_____Position/Title_____
Last First MI

Phone (_____)_____ Email Address_____

**E. Personal Statement**

20. Write a statement describing why you should be selected for an internship at the ACLD. This statement should be no more than one paragraph in length.

_____

_____

_____

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**F. Essay**

**Essay should be typed on a separate piece of paper, and no more than 1 page in length.**
What do you hope to gain from your experience in the ACLD High School Internship Program?

**(Application continued on page 5)**

Your application is not complete until you have obtained the required signatures in sections G and H on page 5.

**G. Pre-Employment Statement**

I hereby certify that all statements made on this application are true. I agree and understand that any misstatements, misrepresentations or omissions may result in any offer of internship made by the Alachua County Library District to be withdrawn or my internship with the Alachua County Library District to be terminated. The Alachua County Library District is authorized to verify information contained in this application and any attachments. I authorize anyone having such information to release it to the Alachua County Library District.

Signature of Applicant_____date_____

**H. Parental/Guardian Consent and Release From Liability**

I, _____, am the parent or guardian of

_____, a minor whose date of birth is _____.

I give consent for my child to serve as a paid intern for the Alachua County Library District and to take a drug test if s/he is a final candidate for the internship.

I further give consent to the use of my child's name and photographic likeness, in original or altered form or medium, for promotional materials in any medium. I release any claim associated with proper use of my child's name or photographic likeness, and waive any right I may have to inspect or approve the photographic likeness or promotional materials.

I understand this internship may involve my child riding in a Library District vehicle with library staff, which is considered part of the worksite. I further understand that the Library District and its employees are not responsible for my child while my child is away from the work site. In exchange for my child's employment and other good and valuable consideration, I release the Library District and its employees and agents from any duty: (1) to supervise my child while my child is off the work site, and (2) to notify me if my child leaves the work site.

I release the Library District and its employees and agents from liability for any claim or action that may arise out of the acts or omissions of its employees or agents or those of a third party, whether negligent or otherwise, causing any injury to my child and relating to the supervision of my child.

In signing this, I represent that I am 18 years of age or older. I have read and fully understand this release and I have signed this release willingly and voluntarily.
The Alachua County Board of County Commissioners and the Alachua County Library District Governing Board support the Drug Free Workplace and Drug Testing Policy. DRUG TESTING IS REQUIRED FOR ALL FINAL CANDIDATES. All offers of employment are contingent upon the successful completion of a pre-employment drug test. Copies of the *Drug Free Workplace and Drug Testing Policy* are available at the Receptionist's desk, Human Resources Office, Third Floor, County Administration Building.

_____ _____
Signature of Parent/Guardian Date

_____ _____
Witness Date

# ALACHUA COUNTY
# EQUAL EMPLOYMENT OPPORTUNITY

The following information is requested to satisfy Federal Equal Employment Opportunity reporting requirements and for our Affirmative Action purposes. It will not be kept with your application.

Name _____ Date of Birth _____

Male ___ Female ___

Position Applied For _____

Department _____

Check the race/ethnic group with which you identify:

White (not Hispanic) ____

Black / African American (not Hispanic) ____

Hispanic / Latino(any racial origin) ____

American Indian / Alaskan Native ____

Asian (not Hispanic) ____

Native Hawaiian / Other Pacific Islander ____

Two or more racial groups ____

Will you require any special accommodations during the interview process with Alachua County? If so, please specify.

_____

_____

_____

_____

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