

Internship Program Application

Parks & Recreation

DATE: _____

Christiansburg Parks & Recreation provides leisure and recreation programs for the community. Interns will be given the opportunity for hands-on experience in the recreation field and learn about working for local government.

Internship applicants will be expected to assist in the day to day functions of Parks & Recreation in a professional manner while showing a strong work ethic. Parks & Recreation expects interns will treat their position seriously, as they would any employment. In return, Parks & Recreation will strive to provide every learning opportunity available to help build professional skills and experience in the parks and recreation field.

****Please complete both sides of this application. ****

PERSONAL INFORMATION

NAME: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

COLLEGE/UNIVERSITY: _____

MAJOR/CONCENTRATION: _____

DEGREE AWARDED/WORKING TOWARD: _____ # OF SEMESTERS COMPLETED: _____

ANTICIPATED GRADUATION DATE: _____

INTERNSHIP AVAILABILITY

FALL (September-December) JANUARY TERM (January)

SPRING (February- May) SUMMER (May-August)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

PART- TIME (20 hours/week) FULL-TIME (35 hours/week) OTHER _____

I will be receiving college credit for this internship: YES NO

I certify that the information provided on this application is true and not falsified in any way.

Signature: _____

REFERENCES

Please provide 2-3 professional references. Do not list friends or relatives.

NAME _____
PHONE NUMBER _____ _ EMAIL
ADDRESS _____

RELATIONSHIP _____
HOW LONG HAVE YOU KNOWN THIS REFERENCE? _____

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ATTACHMENTS

Please submit the following materials as part of your application:

COVER LETTER (explain your qualifications and why you'd like to intern with the Town)

RESUME (list relevant coursework, employment history and other relevant experience)

**PLEASE RETURN COMPLETED APPLICATION/ATTACHMENTS VIA EMAIL
OR MAIL TO:**

INTERNSHIP PROGRAM
C/O HUMAN RESOURCES
100 EAST MAIN STREET
CHRISTIANSBURG, VA 24073
INFO@CHRISTIANSBURG.ORG (SUBJECT: INTERNSHIP PROGRAM)