

Internship Application

Thank you for applying to intern at the Alley Pond Environmental Center (APEC). Please take a few minutes and tell us about yourself. Mail, fax, or drop at the front desk as soon as possible so we can arrange an interview.

Name (please print) _____

Address _____ City _____, Zip _____

Telephone (day) _____ (eve) _____

Email _____ Age: _____

School: _____ Major: _____ Year/Level _____

When would you like to start? _____ Does this fulfill a course requirement? ____yes ____no

Do you have any disabilities that would involve special placement? If so, please describe:

How did you hear about our internship program? _____

What type of work are you most interested in? (Circle)

education outdoor opportunities clerical animal care special events/projects research

We would like to know anything that would be helpful to APEC; it could be about your educational background, employment, other volunteer activities, hobbies and personal interests. Please share any information you feel would be applicable to your service at APEC.

Education or current school _____

Employment _____

Previous volunteer experience _____

Why would you like to intern at APEC? _____

Skills, hobbies, interests _____

I understand that the services rendered or to be rendered at APEC are completely voluntary. I understand that I am not compensated for any services given. I further relieve APEC from any liability or responsibility for any personal injury I might sustain while in pursuit of any labor or activity at APEC. Additionally, I understand that if I do not fulfill my responsibilities I can be terminated with one week's notice.

Date

Signature

*Please return completed application to: Alley Pond Environmental Center
228-06 Northern Blvd., Douglaston, NY 11362
Fax (718)229-0376
Attn. Kimesha Reid-Grant*

INTERN AGREEMENT

I, _____, have applied for and been accepted as an Intern at ALLEY POND ENVIRONMENTAL CENTER ("APEC") during the period from _____ to _____. This Internship is part of my educational program at _____ school.

It is agreed that I am a student at the school and I am not an employee of APEC.

I understand I will receive no compensation for any time spent at APEC and that APEC is not obligated to employ me after successful completion of my Internship. No representation has been made to me by anyone at APEC that I am guaranteed employment at APEC upon successful completion of my Internship.

I understand that APEC is sponsoring this Internship as an accommodation both to me, and to _____ school and it is not for the benefit of APEC, which will be providing supervision of the program during normal business hours. My internship will not displace any regular employees.

As an Intern, I recognize I will receive neither wages nor benefits from APEC and that my Internship can be discontinued by them at any time.

As an Intern, I understand I will not be covered by APEC for any insurance coverage including Workers' Compensation or disability benefits coverage, nor will I be entitled to Unemployment Compensation benefits when my Internship ends.

I agree to comply with the rules and regulations of APEC while I am on their premises, or participating in its programs, including their regulations concerning confidential information, harassment and discrimination, a copy of which rules I have received.

ALLEY POND ENVIRONMENTAL CENTER

By:

Intern Signature

Authorized Signature

Dated: _____