



## INTERNSHIP PROGRAM INFORMATION

Trinity County's internship program is designed to provide students and recent graduates with an opportunity to learn about county government.

**Internship Positions Available:** Internship opportunities are available in most areas of the company. A list of specific internships available at Trinity County may be viewed on Trinity County's web site or picked up from Human Resources located at 162 W. 1<sup>st</sup> Street, 3<sup>rd</sup> Floor, Groveton, TX between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

**Eligibility:** A candidate must be actively enrolled in school to be considered for an internship; a junior or senior high school student; a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship.

**General Information:** Internships are offered during the Summer. Interns are expected to work between 20 and 40 hours a week during an 8 to 12-week internship period. Interns may receive academic credit if an agreement is made between the Trinity County Human Resources Department and the intern's school, college or university. All interns are subject to the applicable Trinity County employee policies and procedures. Interns within certain departments may be subject to a background check and surety bond.

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions may require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Application Deadlines:** Summer program: Applications must be received by April 15th

**Mail or Fax Applications to: Trinity County**

Human Resources Manager – Internship Program  
162 West 1<sup>st</sup> Street  
P.O. Box 1030  
Groveton, TX 75845  
Fax - 936-642-0432

**Where to Go for Further Information:** Trinity County's web site – [www.co.trinity.tx.us](http://www.co.trinity.tx.us)  
Trinity County Human Resources Manager  
936-642-2233

*Trinity County is an Equal Opportunity Employer.*



## TRINITY COUNTY TEXAS

### INTERNSHIP APPLICATION FORM

*Trinity County is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.*

**Name(s) of Internship(s) or Departments Applied For:**

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**Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

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**Permanent Address:** \_\_\_\_\_

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**School Telephone Number:** \_\_\_\_\_ **Permanent Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Are you legally eligible to work in the U.S.?** \_\_\_\_\_

**If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?** \_\_\_\_\_

**Are you requesting that your college grant you credit hours for your internship?** \_\_\_\_\_

**Dates available to perform internship:** \_\_\_\_\_

**Do you have any relatives working for Trinity County?** \_\_\_\_ If so, list name(s) and what position(s):

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**Education:**

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: \_\_\_\_\_

\_\_\_\_\_

**Employment History** *(Includes paid, volunteer, and intern positions)*

Most Recent Employer:

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address:

\_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Description of duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Description of duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Company/School: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Company/School: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Company/School: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_  
\_\_\_\_\_

Publications and Articles: \_\_\_\_\_  
\_\_\_\_\_

Community/professional organizations, honors and awards: \_\_\_\_\_  
\_\_\_\_\_

Activities relevant to the internship(s) for which you are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why you would like to work as a Trinity County intern? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## VOLUNTARY SELF-IDENTIFICATION FORM

Trinity County has an affirmative action program to ensure equal employment opportunity. We ask you to voluntarily help us measure the effectiveness of this program by answering the questions below.

The information we collect is used for statistical purposes only. This form is kept separate from the employment application, and is only accessible to staff members in the Human Resources Department.

Answers on this form do not bar you in any way from employment consideration.

**Position(s) Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Your city, state, and zip code:** \_\_\_\_\_

**Today's Date: Date of Birth:** \_\_\_\_\_

**How did you find out about the position for which you are applying?**

**Advertisement** \_\_\_\_\_ **Where?** \_\_\_\_\_

**Conference** \_\_\_\_\_ **Which One?** \_\_\_\_\_

**Job Fair** \_\_\_\_\_ **Where?** \_\_\_\_\_

**Trinity County Employee** \_\_\_\_\_

**Trinity County Web Site** \_\_\_\_\_

**School** \_\_\_\_\_ **Which school?** \_\_\_\_\_

**Walk-In** \_\_\_\_\_

**Other** \_\_\_\_\_

**Sex:** \_\_\_\_\_ **Ethnic Origin:** \_\_\_\_\_

**Check Any of the Following Which Apply to You:** \_\_\_\_\_

**Vietnam Era Veteran** \_\_\_\_\_ **Disabled Veteran** \_\_\_\_\_ **Handicapped** \_\_\_\_\_