



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 by contacting Nancy Shanafelt with the Internship Committee at 936-642-1637

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 Internship Committee 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

Attn: Nancy Shanafelt – Internship Committee
215 W. 1st Street
P.O. Box 369
Groveton, TX 75845
Fax - 936-642-2609

Where to Go for Further Information: Trinity County's web site – www.co.trinity.tx.us
Employment Opportunities

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:

Name: _____

School Address: _____

Permanent Address: _____

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):

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 Internship Committee and 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** _____