



Borough of Paramus

Internship Program

Application Package

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BOROUGH OF PARAMUS

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Borough Administrator

INTERNSHIP APPLICATION FORM

The Borough of Paramus is an affirmative action/equal 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 Opportunity all applications must be submitted as a complete package. Incomplete applications will not be reviewed.

Type of Internship applied for:

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ Permanent Telephone No. _____

e-mail address: _____

Are you legally eligible to work in the US? _____

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 position? _____

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): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

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 an 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: _____

Borough of Paramus

Guidelines for Borough Internship Program

Application:

Intern applicants must submit to the Office of the Borough Administrator prior to the semester in which the internship is to be served the following:

- Application for Student Internship
- Agreement on Guidelines for The Borough of Paramus Interns
- Authorization for Release of Personal Information
- Waiver of Liability
- Letter of request / requirement from students college

Selection:

Sample Criteria for Intern Selection:

- Superior academic credentials, effective interpersonal skills, strong writing & computer skills
- Past work or applicable volunteer experience.
- Interest in or familiarity with local government, budgeting, planning, computer systems, or other applicable areas.
- Self-motivation and ability to work well with minimal supervision.
- The program is for students who have at least completed their freshman year of undergraduate school. Students continuing their education after the internship are eligible. Students who have completed their program or earned their degree are not eligible

1. The Borough Administrator will review the application to determine if the student meets the internship program qualifications.
2. Intern applicants must be willing to serve as interns for minimum specified hours per week for eight weeks or minimum hours required by the college course in order to receive the most benefit from the Program. Students may work longer hours and weeks as directed by their college/university internship coordinators and the Borough work unit Department Heads to ensure their college requirements are met.
3. The Borough Administrator will coordinate interviews for the intern applicants the Department Head of the work unit in which the internship is to be served. The Department Head will approve or disapprove the acceptance of the intern applicant.
4. Intern applicants must successfully complete a background investigation to be accepted into the program.
5. Upon consultation with appropriate Department Heads, the Borough Administrator will place the intern in a Department with consideration given to the needs of the appropriate department, the geographic availability of the intern, and the education skills and background of the intern.

Borough of Paramus

Guidelines for Borough Internship Program

6. The Borough will attempt to accommodate all intern applicants, but there are no guarantees that everyone who applies will be approved for an internship with the Borough.

Guidelines and Restrictions

1. Interns will conform to the dress and conduct code of the Borough.
2. The Department Heads of the work unit in which the intern works will hold direct responsibility of the intern.
3. Interns will be exposed, as much as possible, to the various operations of the assigned department.

Final Report:

A final report will be required at the end of the internship in order to evaluate the effectiveness of the program to the student interns. (This report is in addition to any internship requirements your school may have.) The report should be three to five pages in length and should describe the internship project, actual duties performed, what was learned, the benefit of participating in the Municipal Intern Program, and any changes the intern would suggest for the program.

Evaluation:

In order to ensure that the internship experience is as valuable as possible, interns will be evaluated much like a municipal employee in a similar position. While regular interaction and discussion with Department Heads is critical, formal evaluations will take place at the mid-point and the end of the internship.

Student Signature: _____ Date: _____

**AGREEMENT
GUIDELINES FOR BOROUGH OF PARAMUS INTERNS**

While an intern at the Borough of Paramus (Borough), I, _____, a student at _____, will adhere to the following guidelines:

1. I will not divulge or discuss with anyone other than appropriate Paramus personnel any information to which I might be exposed to through my internship with the Borough. This includes any operational information of the department to which I am assigned, or information concerning other Borough operations. I understand that failure to follow the guidelines can lead to dismissal from the Borough internship program.
2. I will follow the Borough policies and procedures related to the work unit to which I am assigned.
3. I understand that all notes, papers and memoranda concerning my internship must be reviewed by my Borough supervisor before any dissemination is made to my school or any instructor or person not an employee of the Borough.
4. If assigned to the Borough Police Department, I will always keep myself in a non-participant role when working with sworn personnel.
6. While performing an internship, I promise not to do anything in my personal life which would embarrass the Borough or cause a negative public perception of myself or the Borough.
7. I understand that during my internship I will be required to assist in administrative duties. I will insure that all administrative work I undertake will be completed in a proper and timely manner.
8. I understand that during my internship I am responsible to the Borough Department Head or his/her designee of the department to which I am assigned.
9. I understand that my internship can be terminated at any time without cause by the Borough Administrator and the Borough Department Head.

Signature of Intern

Date

**This student is recommended by _____
to participate in the Borough internship program.** (college/university)

(Print Name & Title of College/University Official Approving Internship Application)

Signature of College/University Official

Date

Borough of Paramus Reference Release Form

Applicant name: _____

Former employer: _____

Social Security #: _____ Dates employed: _____

The above named applicant is being considered for Internship with Borough of Paramus and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please return this form to us in the enclosed, self-addressed, stamped envelope. Thank you for your assistance.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's signature: _____ Date: _____

Record of Employment

Position held: _____ Dates employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? Yes No

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____