



Borough of Paramus

Internship Program

Application Package

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JOSEPH O. D'ARCO, M.P.A

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 License: _____

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.

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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: _____

