

An Equal Opportunity/
Affirmative Action Employer



405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

INTERNSHIP APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

APPLICANT INFORMATION		
Last Name	First	Date
Mailing Address:		
City	State	Zip
Cell phone:	Phone	
Email address:		
Driver's License Number:	State:	Expires:

AVAILABILITY					
Please check your general availability	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (8-12)					
Afternoon (1-5)					

AREAS OF INTEREST	
Please indicate which area interests you:	
<input type="checkbox"/> City Manager's Office	Oversees all City departments, implements City Council policies, goals, and objectives, responds to community issues.
<input type="checkbox"/> Finance Department	Responsible for preparation of the City's annual budget, payroll, and utility billing.
<input type="checkbox"/> Information Technology	Responsible for City's website, social media, records management, and internal network.
<input type="checkbox"/> City Clerk's Office	Responsible for preparation of City Council meeting agendas, records retention, conflict of interest reporting, and public records request.
<input type="checkbox"/> Human Resources/Personnel	Responsible for recruitment, performance evaluations, discipline, training and benefits.
<input type="checkbox"/> Police Department	Responsible for patrol, records, investigation evidence and animal control.
<input type="checkbox"/> Fire Department	Responsible for fire suppression and emergency medical response.
<input type="checkbox"/> Public Works Department	Responsible for management of sewer, water, and storm drain systems; streets, and public transit.
<input type="checkbox"/> Planning and Development	Responsible for current long-range planning, building permits and inspections, engineering and capital projects, code enforcement, and housing programs.
<input type="checkbox"/> Parks & Community Services	Responsible for parks maintenance, youth sports, community events, and senior programs.

EXPERIENCE/EDUCATION AND SKILLS

Current employment status: Full-time Part-time Not-Employed

Current or most recent paid position held:

Are you currently a full-time or part-time student? Full-time student Part-time student

Please indicate school:

Level:

Freshmen Sophomore Junior
 Senior Graduate Student

Areas of study (major):

Do you speak any other languages?

Yes No

If yes, please list language: _____

Fluent Semi-fluent Basic

PERSONALITY AND INTERESTS

Why are you interested in an internship with the City of Dinuba?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.

Yes _____ No

Are you now or have you ever been employed by the City of Dinuba?

Yes No

Can you, after employment, submit verification of your right to work in the United States?

Yes No

I hereby certify that all answers and statements are true and completed to the best of my knowledge and belief. I authorize investigation of all statements contained on this application, I understand that, any misrepresentation or omission of facts called for is cause for rejection of my application, removal of my name on eligibility list, or disciplinary action including termination.

Date: _____ Signature of applicant: _____

IMPORTANT NOTICE REGARDING EMPLOYMENT

Employment with the City of Dinuba does not occur until the Department Director and the City Manager sign and file a formal document appointing the application to a job position following successful completion of all employment procedures. Until formal appointment is made in this manner, any offers of City employment are conditional and preliminary and may be withdrawn.