



GLYNN COUNTY

BOARD OF COMMISSIONERS

COLLEGIATE INTERNSHIP PROGRAM



Glynn County Board of Commissioners

In our organization, we strive to make Glynn County the premier place to live and work in the southeastern United States through the provision of quality services to the citizens, and a safe, harmonious work environment for our employees.

We recognize the importance of customer service in government and are interested in students with a similar commitment to the provision of excellent service. High ethical standards are a requisite for any employee at any level of the organization.

If you are interested in doing an internship with an agency that values employees, customers and operates at the highest ethical level, we encourage you to apply for our COLLEGIATE INTERNSHIP PROGRAM today.

www.glynncounty.org/internship

Eligibility:

- Currently enrolled as a Junior/Senior in a four-year degree program or be enrolled in a graduate program at an accredited university or college
- Must have at least a GPA of 3.0 (on a 4.0 scale) or its equivalent
- Must have the necessary experience or education in a field related to the work that is to be performed

Criteria:

- A completed Internship Application
- College transcripts (unofficial transcripts may be accepted for initial consideration)
- A recommendation letter from a faculty member or past employer
- A professional resume

Application Deadline:

Semester	Must be submitted
Fall	November 30
Spring	March 15
Summer	July 15

Mail completed application packets to:

Glynn County Human Resources Department
1725 Reynolds Street, Suite 302
Brunswick, GA 31520
Attn: Amy Potter



Glynn County Board of Commissioners
Collegiate Internship Program



Human Resources Department
W. Harold Pate Courthouse Annex
1725 Reynolds Street, Suite 302 * Brunswick, GA 31520
(912) 554-7170 * Fax: (912) 267-5728 * internship@glynncounty-ga.gov
GLYNN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA		
Last Name	First Name	Middle Name
Present Mailing Address (Street or P.O. Box, City, State and Zip Code)		
Home/School Phone #	Cell Phone #	Email Address
Are you authorized to work in the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Driver's license number # _____ Issuing State _____		

<p>Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you ever been convicted of a misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, state type of offense, date, location and explain:</p> <p>_____</p> <p>_____</p> <p>A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from internship employment consideration or may result in dismissal if you have been hired. The nature of the offense, when the offense occurred, type of internship you are applying for and your truthfulness may be taken into consideration.</p>
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EDUCATIONAL HISTORY
Undergraduate School _____
Classification: _____ Graduation Date: _____
Major _____ Minor _____
GPA _____ Are you currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School _____
Program of Study _____ GPA _____
List name, address and telephone number of University Internship Coordinator/Advisor (if applicable):
Name _____ Telephone _____
Address _____

RELATED EMPLOYMENT HISTORY

Job Title _____ Employer _____

Dates Employed From _____ To _____

Supervisor's Name _____ Address _____

Supervisor's Title _____

Telephone Number _____

Description of Duties _____

Reason for Leaving _____

Job Title _____ Employer _____

Dates Employed From _____ To _____

Supervisor's Name _____ Address _____

Supervisor's Title _____

Telephone Number _____

Description of Duties _____

Reason for Leaving _____

GOALS THROUGH INTERNING

RELEVANT COURSE WORK, COMPUTER, SPECIAL SKILLS, CERTIFICATES, OR LICENSES

TIMES AVAILABLE

Number of hours per week: _____

Check All Days Available:

M T W R F

Availability:

FALL SPRING SUMMER

EXTRACURRICULAR ACTIVITIES AND VOLUNTEER EXPERIENCE (if applicable)

AREAS/POSITIONS OF INTERESTS

READ CAREFULLY BEFORE SIGNING

Certification of Application Information

I certify that the information provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me in this application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold Glynn County Board of Commissioners, its officials and employees harmless in that event.

Authorization to Obtain Information

I authorize Glynn County Board of Commissioners to perform a background investigation in connection with my application for employment. This investigation may include information as to my criminal history, credit report, schools attended, Division of Motor Vehicles records, present/past employers, professional references, personal references, military records and other appropriate sources.

I authorize release of any information that Glynn County Board of Commissioners may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered employment, it will be contingent upon a successful drug test and/or criminal background investigation.

Applicant Signature

Date

GLYNN COUNTY, GEORGIA

An Equal Opportunity Employer Committed to Workforce Diversity