

Summer Intern Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Work Hours

Work Days and Times are Monday, Wednesday and Friday from 9a.m. to 5 p.m. Other hours as needed.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Work Experience

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on this application will result in my immediate dismissal. I also understand that by signing I am agreeing to abide by all guidelines that have been outlined in the Our Policy section.

Name (printed)	
Signature	
Parent or Guardian Signature	Date:

Our Policy

Thank you for completing this application and for your interest in working with us.

Please submit two letters of recommendation from non-family members or friends with the application.

Eligible ages for program are students entering 10th grade in the fall to recently graduating seniors.

Application and reference letters must be submitted by April 20 at 5:00 p.m.

Lawrence County Public Library is not responsible for accidents or injuries.

Activities will be photographed and photos are subject to posted on both the LCPL website and Facebook page.

You must have reliable transportation.

You will be required to wear LCPL logo t-shirt, that we will provide and blue jeans or khakis every day that you work. Closed toe shoes must be worn. Shorts, capris, leggings, and sandals are prohibited.

You are expected to use acceptable language and a positive attitude while on duty.

Any vacation time that you will need off during your time of employment must be addressed at the time of the application.

Cell phones are to be left in the staff break room while you are working.

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Interns can be dismissed at any time if in violation of any policy.