

1. Are you currently a full-time, or part-time student?

2. **CREDIT INTERNSHIP:** Yes No

If Yes:

Name of Advisor: _____

Advisor's Telephone#: _____

Total Number of Hours you must complete **FOR CREDIT** _____

Hours per week you must work **FOR CREDIT** _____

Placement deadline _____

3. **PROPOSED WORK SCHEDULE:**

Date available to begin work: _____

Semester: Fall Spring Summer

Days and Hours available to work:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Fri _____

4. **CLASSIFICATION:**

Undergraduate status: freshman sophomore junior senior

Major: _____

Graduate status: 1st Year 2nd Year Other, Explain:

Major: _____

Technical School Students:

Coursework completed: _____

5. **SKILLS AND ABILITIES: (List all special skills you possess, including office equipment and computer skills)**

EXPERIENCE, BACKGROUND AND ACTIVITIES

1. List any prior experience you have had that would be applicable to the internship for which you are applying. *Attach additional sheets if necessary.*

2. Describe your motivation for applying for an internship and what you expect to gain from participating in this program. *Attach additional sheets if necessary.*

3. List your community or public service activities (i.e. volunteer or public service organizations, etc.) *Attach additional sheets if necessary.*

4. List honors or awards you have received *Attach additional sheets if necessary.*

REFERENCES

	NAME	TELEPHONE	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

In case of an emergency, whom should we notify?

Name _____ Relationship _____

Day Phone _____ Night Phone _____

Please list, in order of preference, the name of the Division(s) that you would most like to do your internship. Final placement will depend upon division workloads and staffing needs.

1. _____
2. _____
3. _____
4. _____

Affidavit

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING THE SPACE PROVIDED.

1. I understand that I am applying for an unpaid internship at-will.
2. I hereby certify that the statements on this application, as well as those on any attachment(s) to this form, are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from the agency's internship program.
3. I authorize you to communicate with all of my former employers, schools, officials, and persons named as references. I hereby release all employers, schools and individuals from any liability that may result from responding to any internship, background check and/or reference inquiries that may be performed relative to this application.
4. I understand that the SPB will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigations for any criminal history in accordance with applicable statutes.

Applicant's Signature

Date

Applications should be submitted to the following address:

State Preservation Board
Staff Services, Attn: Internship Program
201 E. 14th St., Ste. 950
P.O. Box 13286
Austin, TX 78711

State Preservation Board

Internship Application

Important Note to all Intern Applicants: Upon written request, you have the right to request and obtain copies of all records maintained by the State Preservation Board pertaining to your application and internship assignment. Your records may be requested through the agency's Public Information Officer, P.O. Box 13286, Austin, Texas, 78711. To contest the content of your records, you may submit a written request to the Director of Administration at the same business address.

Equal Opportunity Tracking Information:

The following information will be used for gathering statistical data only.

Date: _____ Male Female

Name: _____ Date of Birth: _____

Check appropriate box(s):

- White Hispanic Asian or Pacific Islander
 African American American Indian or Alaskan Native Other

Recruitment Source:

- Career Fair Recruitment Coordinator
 Walk-in College or University Placement Center
 State Preservation Board Web Site
 Other (please specify) _____