



Internship Application – Summer Experiences for High School Students 2025

Please note: We prefer applications are submitted via email. However, you can complete this application and send us a hard copy – see our website for exact instructions. Please remember to complete all sections of this application and send it with your resume, and essay as stated. Please also verify with your teacher, coach, or mentor that your letter of recommendation has been emailed directly to Virginia Jones at vjones@palatka-fl.gov. Thank you for your interest!

1. Contact Information

Name (Last, First, Middle):		Date:	
Present street address:		City:	State: Zip:
Home phone:	Other phone:	E-mail address:	
Are you qualified to work in the US for any employer for an indefinite period of time? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify your status.		Are you less than 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18 years of age, what will your age be on June 5, 2025?	
Expected date of high school graduation:		Please indicate the type of internship you are seeking: <input type="checkbox"/> Paid (rate of pay = \$11.00), <input type="checkbox"/> Service Learning (unpaid)	

2. Education

List the schools and/or educational organizations you have attended, beginning with your most recent:

Name of School or Organization	Location	Dates Attended	Years Completed (as of June 05, 2025)

3. Science and Math Courses

Provide a copy of your cumulative course and grade list as an attachment. Please include courses you will have completed by summer of 2025 (unofficial transcripts are fine).

4. Previous Internships and Employment

Provide a list of previous employers. Please include all paid and unpaid positions in the order they occurred. Please continue list on separate sheet of paper. If possible please obtain a letter of recommendation from previous supervisors.

Internship or Employer	Address	Dates of Employment	Position Held
1. Name:	Address:	From: To:	Title:
Duties performed:			Contact as reference (Y/N)
2. Name:	Address:	From: To:	Title:
Duties performed:			Contact as reference (Y/N)

5. Research and Career Goals

On a separate page, please describe 1) your career goals, 2) why you are interested in scientific research, 3) what interests you most about our education and curriculum related projects, and 4) why you are hoping to work at City of Palatka rather than other companies or organizations.

6. Educational Benefit

Please indicate what you hope the educational benefit of this opportunity will be. List any requirements of your educational organization (for example: complete a paper, work 60 hours on a specific project, complete an assignment).

7. Availability

The High School Summer Internship program will likely begin on Monday, June 9 and end on Friday, July 25, 2025. If you are not able to attend the full program, please indicate the dates, days and times you are **not** available:

8. References

Please make sure you have answered Y (Yes) or N (No) to whether we can contact your former employer(s) in section 4. In addition, please include at least one letter of recommendation from a teacher or coach.

10. Previous Convictions

Have you ever been convicted of an offense related to the job for which you are applying or convicted of a crime other than a minor traffic violation in the past 7 years?

Yes No

If yes, please explain. Conviction will not necessarily bar you from employment.

11. Application Verification

THIS FORM IS NOT VALID WITHOUT YOUR SIGNATURE. PLEASE READ BEFORE SIGNING: The statements above are true to the best of my knowledge.

X

Student Signature

X

Date

**Please, fill out this application and email it to
VJones@Palatka-FL.Gov**

CITY OF PALATKA IS AN EQUAL OPPORTUNITY EMPLOYER