

Mercer County Student Internship Application



Mercer County Office of Personnel
 McDade Administration Building
 640 South Broad Street, PO Box 8068, Trenton, NJ 08650
<http://www.mercercounty.org/>
 Phone (609) 989-6676 Fax (609) 989-6535

Brian M. Hughes
 County Executive

Raissa L. Walker
 Director of Personnel

STUDENT INFORMATION	SOCIAL SECURITY NO: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Last Name:	First Name:	Middle Initial:
Home Address:	City:	State: Zip:
Home Telephone:	Cell Telephone:	E-Mail Address:
Emergency Contact:	Emergency Contact Number:	Relationship to Emergency Contact:
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Issuing State:	Driver's License Number:

TYPE OF INTERNSHIP	TYPE OF INTERNSHIP
<input type="checkbox"/> PAID INTERNSHIP	<input type="checkbox"/> Summer: May—Sept <input type="checkbox"/> Winter: Dec—Jan
<input type="checkbox"/> UNPAID INTERNSHIP	<input type="checkbox"/> Spring: Jan—May (Unpaid) <input type="checkbox"/> Fall : Sep-Dec (Unpaid)

EDUCATION					
Name of High School:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Community College:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Undergraduate School:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Graduate School:	City/State:	Major/Degree Sought:	Class:	Graduation Date:	GPA:

PREVIOUS INTERNSHIP	
Have you interned with us in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates & department (s):

REFERRAL	
How did you hear about us? (check all that apply)	
<input type="checkbox"/> County Website	<input type="checkbox"/> Social Media (Facebook, Twitter, etc) <input type="checkbox"/> Employee: _____
<input type="checkbox"/> Advertisement	<input type="checkbox"/> NJ Civil Service Commission <input type="checkbox"/> Other: _____

EMPLOYMENT HISTORY

1. Employer Name:	Address:	Phone Number:
Job Title	Duties/Responsibilities:	
Date of Employment:	Reason for Leaving:	Rate of Pay:
2. Employer Name:	Address:	Phone Number:
Job Title	Duties/Responsibilities:	
Date of Employment:	Reason for Leaving:	Rate of Pay:
3. Employer Name:	Address:	Phone Number:
Job Title	Duties/Responsibilities:	
Date of Employment:	Reason for Leaving:	Rate of Pay:

EXTRA CURRICULAR ACTIVITIES

List any academic and extracurricular clubs, organizations, professional societies, honor societies, etc:

SKILLS (CHECK ALL THAT APPLY)

<input type="checkbox"/> Typing (How many words per minute? <input type="text"/>)	<input type="checkbox"/> Multilingual:	1. Language: <input type="text"/>	<input type="checkbox"/> Read	<input type="checkbox"/> Write
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft PowerPoint	2. Language: <input type="text"/>	<input type="checkbox"/> Read	<input type="checkbox"/> Write
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other skills not listed: <input type="text"/>		
<input type="checkbox"/> Web Design	<input type="checkbox"/> Accounting			

CAREER GOALS

Briefly list what your future career goals are:

AVAILABILITY

Our normal business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. with the exception of the Department of Transportation, Park Commission and the Library, whose hours may vary. Full-time student interns typically work 35-hours a week.

Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	If Part Time, please specify availability:	If needed, could you work weekends? <input type="checkbox"/>
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Date you are available to begin your internship:	Date your internship will end:
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WORK LOCATION

- Please select **three (3)** locations with “1” being your first choice, “2” being your second choice, and “3” being your third choice.
- **Placement is not guaranteed.** It is possible that one or more of the departments you chose may not be accepting interns or the open spots have already been filled. If this is the case, you may be placed in the next available department. If you do not wish to work in any other location other than your top (3) choices, please specify below.

ADMINISTRATION

Clerk to the Board	640 S. Broad St., Trenton
Chief of Staff	640 S. Broad St., Trenton
Veteran Services	2280 Hamilton Ave, Hamilton
Public Information Office	640 S. Broad St., Trenton
County Administrator	640 S. Broad St., Trenton
County Connection	957 Rt. 33, Hamilton
County Counsel	640 S. Broad St., Trenton
Consumer Affairs	640 S. Broad St., Trenton
Communications	350 Lawrence Station Rd., Lawrence

ECONOMIC DEVELOPMENT & SUSTAINABILITY

Economic Opportunity	640 S. Broad St., Trenton
Housing	640 S. Broad St., Trenton
Cultural & Heritage	640 S. Broad St., Trenton
One Stop	26 Yard Ave., Trenton

FINANCE

Treasurers Office	640 S. Broad St., Trenton
Information Technology	640 S. Broad St., Trenton
Purchasing	640 S. Broad St., Trenton

PERSONNEL/HUMAN RESOURCES

Human Resources	640 S. Broad St., Trenton
Insurance & Propert Mgmt.	640 S. Broad St., Trenton

PLANNING

Planning	640 S. Broad St., Trenton
Rutgers Cooperative Extension Services	930 Spruce St. Lawrenceville

CORRECTION CENTER

Correction Center	1750 River Rd., Lambertville
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PARK COMMISSION

Mercer County Stables	431 B Federal City Rd., Pennington
Howell Living History Farm	70 Woodens Lane, Lambertville
Hunt House (Administrative Offices)	197 Blackwell Rd, Pennington
Mercer County Park (Maintenance)	1638 Old Trenton Rd., W. Windsor
Mercer Oaks (Golf Shop)	725 Village Rd., W. Windsor
Mercer Oaks (Golf Maintenance)	725 Village Rd., W. Windsor
Mountain View (Golf Shop)	890 Bear Tavern Rd., Ewing
Mountain View (Golf Maintenance)	890 Bear Tavern Rd., Ewing
Princeton Country Club (Golf Shop)	1 Wheeler Way, Princeton
Princeton Country Club (Maintenance)	1 Wheeler Way, Princeton
Naturalist Division, Hunt House	197 Blackwell Rd, Pennington
Recreation & Events	1638 Old Trenton Rd., W. Windsor

BOARDS & AUTHORITIES

Board of Elections	640 S. Broad St., Trenton
Supt. of Elections	640 S. Broad St., Trenton
Supt. Of Schools	1075 Old Trenton Rd., W. Windsor

CONSTITUTIONAL OFFICES

County Clerk	209 S. Broad St., Trenton
Sheriff's Office	640 S. Broad St., Trenton*

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE

Directors Office	640 S. Broad St., Trenton
Highway (Maintenance)	300 Scotch Road, Bldg. 1, Ewing
Engineering	640 S. Broad St., Trenton
Airport (Maintenance)	340 Scotch Rd., Suite 200, Ewing
Buildings & Grounds (Maintenance)	640 S. Broad St., Trenton*

HUMAN SERVICES

Directors Office	640 S. Broad St., Trenton
Mental Health	640 S. Broad St., Trenton
Children & Youth	640 S. Broad St., Trenton
Office for the Disabled	640 S. Broad St., Trenton
Drug & Alcohol	640 S. Broad St., Trenton
Addition Services	640 S. Broad St., Trenton
Office on Aging	640 S. Broad St., Trenton
Nutrition	640 S. Broad St., Trenton
Community Services	640 S. Broad St., Trenton
Public Health Office	640 S. Broad St., Trenton

LIBRARY

Lawrence Branch	2751 Brunswick Pike, Lawrenceville
Ewing Branch	61 Scotch Road, Ewing
Hickory Corner Branch	138 Hickory Corner Rd., Ewing
Hopewell Branch	245 Pennington-Titusville Rd., Pennington
West Windsor Branch	333 N Post Rd., Princeton Junction

**PROSECUTOR'S OFFICE
INTERNS ONLY**

Students interested in applying for an internship position with the MCPO must forward their application, cover letter, resume and a writing sample directly to:

Prosecutor Angelo Onofri
209 South Broad Street
P.O. Box 08650
Trenton, NJ 08650

Please check the website for deadlines.

* These departments also have offices at the the following locations: 175 S. Broad Street, Trenton and 209 S. Broad Street, Trenton

PLEASE CHECK ONE:

By checking this box, I understand that if my top three (3) choices are not available, I agree to be placed in the next available vacancy.

By checking this box, I certify that I **DO NOT** wish to be considered for the internship program if my top three (3) choices are **not** available.

BACKGROUND CHECKS

The County of Mercer performs background checks on **all prospective student interns over the age of 18**. A conviction will not automatically disqualify you from consideration for the position. Whether a conviction will disqualify an applicant depends on (1) the nature and gravity of the offense, (2) the nature of the job being sought, and (3) the length of time since the conviction and/or completion of the sentence. **Any false statement or omission will disqualify you from employment.**

SUBSTANCE ABUSE POLICY

The County of Mercer requires all offers of employment extended to applicants be conditioned on the applicant’s ability to pass a pre-employment examination, which includes a drug screen.

This shall also apply to transfer employees, former employees returning to County service via appeals, re-employment lists, and interim or temporary employees. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment.

Refusal to sign the appropriate release and consent forms for testing or failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment. If an applicant has any questions regarding this Policy, additional information may be requested from the County of Mercer Personnel Department.

STUDENT APPLICANT SIGNATURE

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW.

- I certify that all of the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for disqualification for employment or if hired, termination.
- I understand that failure to submit a COMPLETE application may result in my application being rejected.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- **I hereby authorize the County of Mercer to contact any of the persons or organizations referenced in this application. I authorize to give the County of Mercer all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.**

SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE (if student is under 18 years of age)

DATE