Internship Application Form

Today’s Date: ________________

**Personal Information**

Last Name __________________________ First Name __________________________ Middle Initial ________

Current Address ________________________________________________________________

City __________________________ State ________ Zip ______________

Phone Number __________________________ Email Address __________________________

Permanent Address ____________________________________________________________

City __________________________ State ________ Zip ______________

Permanent Phone Number __________________________

Have you previously been employed or volunteered at the NEW Zoo?   YES  NO

If yes, when and what did you do? _____________________________________________

**Education Information**

College/University __________________________ Major __________________________

Degree awarded or working toward __________________________

Number semesters completed __________________________ Anticipated Graduation __________________________

High School __________________________ Graduation Date __________________________

City, State __________________________ GPA __________________________

**Internship Information**

For which position are you applying?   Education  Education & Animal Husbandry

Volunteer Coordinator  Communications/Marketing/Social Media

Term(s)

[ ] Summer Semester (May-September)  [ ] Spring Semester (January-May)

[ ] Fall Semester (September-December)

Will you seek academic credit for this internship?   YES  NO

*If seeking credit, you are responsible for obtaining and meeting the specific program requirements of your academic institution IN ADDITION TO the NEW Zoo’s requirements. The NEW Zoo will provide the necessary documentation upon request.*

Please provide contact information (if any) for your academic advisor.

Name______________________________

Email ____________________________  Phone Number __________________________

Circle the days you will be available

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

If applying for Summer Internship, can you dedicate 30 hrs per week (minimum 300 hrs per internship) to the NEW Zoo?

YES  NO  If no, how many hours would you "plan" to be here per week? ________

If applying for Fall or Spring Internship, can you dedicate 10 hrs per week (minimum 100 hrs per internship) to the NEW Zoo?

YES  NO  If no, how many hours would you plan to be here per week? ________

*Continue to the back side of this application*
Describe any special skills or training you have that qualifies you for the position.

______________________________________________________________________________
______________________________________________________________________________

Do you have experience in any of the following? (circle all that apply)

<table>
<thead>
<tr>
<th>Biology</th>
<th>Environmental Science</th>
<th>Fundraising</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service</td>
<td>Computer skills</td>
<td>Marketing/Sales</td>
<td>Working with children</td>
</tr>
<tr>
<td>Education</td>
<td>Event Planning</td>
<td>Public Speaking</td>
<td>Working with animals</td>
</tr>
</tbody>
</table>

References
Please provide two professional or academic references. Do not list friends or relatives.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>How long have you known this reference?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>How long have you known this reference?</td>
</tr>
</tbody>
</table>

Attachments
Please submit the following materials as part of your application packet.

Resume: Attach a resume in which you list relevant coursework, work experiences, and other personal experiences that relate to the internship for which you are applying.

Personal statement: On a separate sheet of paper, write a short letter describing why an internship at the NEW Zoo, and the specific internship for which you are applying, relate to your academic and career goals. This should answer the question “Why do you want to intern at the NEW Zoo?” Please keep the statement to one page.

Letter of recommendation: Provide one letter of recommendation from a current or former professor or employer in a sealed envelope. These letters can be included in this application or sent separately. Indicate here if the letter is included or sent separately.

Return all application materials via mail, fax, or email to:

Education & Volunteer Programs Coordinator
NEW Zoo
4418 Reforestation Road
Green Bay, WI 54313

education@newzoo.org

Fax: 920.434.4162

Phone: 920.662.2405