



# 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? \_\_\_\_\_

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 \_\_\_\_\_

Go to \_\_\_\_\_

Phone Number \_\_\_\_\_

Circle the days you will be available

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

If applying for Summer Internship, you will be expected to dedicate 30 hrs per week (minimum 300 hrs per internship) to the NEW Zoo.

\_\_\_\_\_

If applying for Fall or Spring Internship, you will be expected to dedicate 10 hrs per week (minimum 100 hrs per internship) to the NEW Zoo.

\_\_\_\_\_

**Continue to the back side of this application**



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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)

Biology	Environmental Science	Fundraising	Writing
Customer Service	Computer skills	Marketing/Sales	Working with children
Education	Event Planning	Public Speaking	Working with animals

### References

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

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

### 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: 920.8840627