

# Work-Study Internship Application



**PUBLIC SERVICE CORPS**

BRIDGING THE GAP BETWEEN EDUCATION AND EMPLOYMENT

1 Centre Street, Room 2435, New York, NY 10007

212-386-0057

212-669-3633 (fax)

[psc@dcas.nyc.gov](mailto:psc@dcas.nyc.gov)

[nyc.gov/psc](http://nyc.gov/psc)

Department of Citywide Administrative Services

Lisette Camilo  
Commissioner

Barbara Dannenberg  
Acting Deputy Commissioner

**INTERNSHIP CATEGORIES (For student's review; enter the four choices as requested in Section IV)**

<u>CODE</u>	<u>INTERNSHIP CATEGORIES</u>
<b>A01</b>	<b>RESEARCH INTERN</b> – assists in obtaining and evaluating data for various projects, investigations, studies and surveys. Sound writing skills and ability to manipulate data and statistics preferred.
<b>A02</b>	<b>CLERICAL INTERN</b> – types, files, answers phones and performs other clerical related functions. Education courses preferred.
<b>A03</b>	<b>ACCOUNTING INTERN</b> – examines books and records of financial operations; may include payroll and auditing functions. Knowledge of business math and accounting preferred.
<b>A04</b>	<b>PERSONNEL ASSISTANT</b> – assists human resources department personnel in interviewing candidates, making phone inquiries for references and surveys, report writing, record keeping, and related administrative functions.
<b>A05</b>	<b>LEGAL ASSISTANT (undergraduate)</b> – performs legal research, report writing, and related clerical functions in a law related agency or bureau (limited number of positions available).
<b>A06</b>	<b>LEGAL ASSISTANT (law school students)</b> – assists attorneys in legal research and report writing. Acting as court liaison and handling other related activities (e.g., criminal, community, or labor relations).
<b>A08</b>	<b>ADMINISTRATIVE INTERN</b> – performs a variety of responsibilities related to the management of the daily operations of an agency; including, but not limited to, preparation of correspondence and reports, liaison activities, typing, filing, answering phones, and other related clerical duties. Scope of responsibility is dependent upon work experience.
<b>B03</b>	<b>EDUCATIONAL TUTOR</b> – under supervision, tutors children in day care centers, schools, and libraries to enhance academic skills.
<b>B04</b>	<b>CASEWORKER ASSISTANT</b> – assists in interviewing and counseling individuals, maintaining records in hospitals or other social service settings. Field work may be involved (limited number of positions available).
<b>C02</b>	<b>GRAPHIC ARTS INTERN</b> – assists in design, layout, photography, and other related technical areas. Specific skills, experience, or related course work required (limited number of positions available).
<b>C03</b>	<b>JOURNALISM/PUBLIC INFORMATION INTERN</b> – works on city publications, agency newsletters, press releases, etc. Some experience or related course work preferred (limited number of positions available).
<b>D02</b>	<b>HOSPITAL STAFF INTERN</b> – internships may be clerical or patient-contact oriented. Work performed in areas of admitting, emergency room, pharmacy, dietary services, and other related areas. Ideal for nursing or pre-med majors.
<b>D03</b>	<b>INFORMATION PROCESSING AND COMPUTER INTERN</b> – works on projects and operations utilizing data processing equipment and advanced software. Information processing, computer science courses and/or work experience required.
<b>D04</b>	<b>ARCHITECTURE AND DRAFTING INTERN</b> – works on design, research, and operational projects relating to architectural design, building construction, and infrastructure projects. AutoCAD, drafting and/or architectural courses required (limited number of positions available).
<b>D05</b>	<b>ENGINEERING INTERN</b> – works with engineers on designing buildings, infrastructure, and related projects. Engineering and/or advanced mathematics courses required (limited number of positions available).
<b>D06</b>	<b>LIBRARY INTERN</b> – assists in cataloging and shelving books, setting up displays and exhibits. Courses in library science preferred but not required (limited number of positions available).

**PLEASE SUBMIT RESUME**

***I. PERSONAL INFORMATION (To be completed by student)***

<b>Name</b>	Last	First	Middle Initials	Social Security # (Last four digits only)
	Street			Apartment #
<b>Mailing Address</b>	City		State	Zip Code
				Birthdate (optional)
<b>Personal Email</b>				(Area code) Phone #
<b>Student Email Issued By School</b>				(Area code) Cell Phone #
<b>Emergency Contact</b>	Last	First	Middle	Relationship
	Street		City & State	Zip Code
<b>Gender (Optional)</b>	[ ] Male [ ] Female [ ] Other			(Area code) Phone #
<b>Ethnicity/Race (Optional)</b>	[ ] Native Hawaiian or Pacific Islander [ ] Black or African American [ ] White [ ] Two or more Races [ ] American Indian or Alaskan Native [ ] Hispanic/Latino [ ] Asian [ ] Other _____			
<b>Voter Registration</b>	[ ] Check here to receive a Voter Registration Form by mail. Registering to vote is entirely voluntary. The programs and services offered are not dependent upon requesting a voter registration form or being registered to vote.			

***II. SCHOOL INFORMATION (To be completed by student)***

Name of school presently attending \_\_\_\_\_

Degree sought (e.g., A.A., B.A., B.S.) \_\_\_\_\_ Expected date of graduation \_\_\_\_\_

Major \_\_\_\_\_ GPA (optional) \_\_\_\_\_

***III. SCHOOL ACKNOWLEDGEMENT (To be completed by authorized school representative)***

I, the duly authorized Federal Work-Study Coordinator of the School named on this application, hereby authorize the employment of the above applicant by the NYC Public Service Corps (PSC) under the terms of the Agreement entered into between said School and the City of New York for the conduct of a work-study program under the Federal Work-Study Program. I hereby certify that said School will provide that portion of the applicant's compensation, as provided in said Agreement and as indicated below, and that the applicant has been informed of the obligations and limitations of his/her internship under the work-study program.

**I understand that the student cannot begin to work until he/she has received an Intern Assignment Form from PSC.**

<b>TERMS OF INTERNSHIP</b>		_____	
College status: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Graduate		(Print name of university, college, or law school)	
(Check one) <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior <input type="checkbox"/> Student		_____	
Rate of pay/hour: \$ _____ \$ _____ \$ _____		(Print name of authorized school representative)	
Work-Study grant: \$ _____		_____	
		(Signature of authorized school representative) (Date)	
		(Phone #)	(Fax #)
		_____	
		(Email)	
		_____	
<b>For PSC office use only →</b>	College code:	Intern #:	

**IV. INTERNSHIP INFORMATION (To be completed by student)**

In which borough would you prefer to work?	1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:											
Review internship categories listed on the second page of the application; select four (4) choices in order of preference; and enter the respective codes below (e.g., A03, D02, etc.). 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____ 4 <sup>th</sup> _____													
Which is more important in your placement? <span style="margin-left: 50px;"><input type="checkbox"/> Being placed in one of my job choices.</span> <span style="margin-left: 110px;"><input type="checkbox"/> Convenience of location.</span>													
Please indicate the hours available for work. We have very few positions with evening or weekend hours.													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
Please indicate software programs you know: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Windows XP / Vista / 7 <input type="checkbox"/> Other(s) _____													
Indicate languages you speak and read fluently:													
Indicate skills which may be useful in placing you:													
Extra-curricular activities/hobbies/sports:													
Future career plans:													
Please provide any additional information that would be helpful in selecting an assignment:													

**V. PREVIOUS INTERNSHIP INFORMATION (To be completed by student)**

Have you been a PSC intern before?   Yes ( <input type="checkbox"/> )   No ( <input type="checkbox"/> )      If yes, when? _____	
Special Request - applies only to students who have previously worked as a PSC intern. Complete this section only if you wish to return to your previous assignment.	
Agency:	Center or unit:
Address of Center:	
Supervisor Name:	Phone #:

**VI. STUDENT WORK EXPERIENCE (To be completed by student; please give a brief description of previous work and/or volunteer positions starting with the most recent, BUT YOU MUST ALSO SUBMIT A RESUME)**

From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties

**VII. STUDENT STATEMENT (To be completed by student)**

Through an internship with the NYC Public Service Corps you will be providing important services to your community, while at the same time helping to build your own career opportunities. As precisely as possible, please indicate the type of internship experience you are seeking including specific workplace duties and functions. What do you hope to gain from your internship, and how do you think this will benefit your community?

**VIII. PREVIOUS CITY EMPLOYMENT INFORMATION (To be completed by student)**

Have you ever been employed by a New York City (NYC) agency?

No  Yes  If yes, when? \_\_\_\_\_

If yes, state last NYC agency employed by and date separated from employment

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

### **VIII. VETERANS STATUS (OPTIONAL)**

Check any that apply

Disabled Veteran  Other Protected Veteran  
 Recently Separated Veteran  Armed Forces Services Medal Veteran

### **X. STUDENT CERTIFICATION (To be completed by student)**

**I, the applicant, hereby certify that I am enrolled, or accepted for enrollment, as a student at the school named, and have been certified by said school for participation in the NYC Public Service Corps under the Federal Work-Study Program of said school. I understand that I will receive compensation in such amounts and under such terms as provided under the agreement between my school and the City of New York, a copy of which is available for inspection at the NYC Public Service Corps office.**

**I understand that any work performed in excess of the total earnings or hours or in contravention of the terms provided by the school in Section III and on my Intern Assignment Form will not be compensated either by the NYC Public Service Corps or my school, without prior written approval by the school.**

**As a NYC Public Service Corps intern, I understand that I am an employee of the City of New York, and will be expected to perform my assignment in a mature and responsible manner, and will comply with the requirements of the assignment and the instructions of my supervisor. I understand that I may be removed from my assignment and from the NYC Public Service Corps if I do not perform my work in a proper manner or otherwise do not comply with the regulations of the NYC Public Service Corps.**

**I, the applicant, hereby certify that I have completed this application completely, accurately, and to the best of my ability. I understand that I will be terminated from the NYC Public Service Corps should it be verified that I have intentionally provided false or misleading information. I further understand that I cannot begin work until I have received full clearance from the NYC Public Service Corps staff, which includes my returning the Intern Assignment Form with all required signatures.**

Signature \_\_\_\_\_ Date \_\_\_\_\_