



Town of Oyster Bay
 Department of Human Resources
 Division of Personnel
 Town Hall, Oyster Bay NY 11771

FOR OFFICE USE ONLY

Department: _____ Year: 2021

Date of Interview _____

2021 SUMMER INTERNSHIP PROGRAM

(PLEASE PRINT)

To Applicant: We deeply appreciate your interest in the Town of Oyster Bay and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrading. The Town of Oyster Bay is an equal opportunity employer. The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, or national origin. Federal and New York State Human Rights Laws prohibit discrimination on the basis of age.

PERSONAL

Name: _____ Social Security #: XXX-XX- _____

LAST
FIRST
MI
LAST 4 DIGITS ONLY

Present Address: _____

NO.
STREET
CITY
STATE
ZIP

Home Telephone #: _____ Cell Phone #: _____

Email Address: _____ @ _____
(PLEASE PRINT CLEARLY)

Do you have transportation which will allow you to fulfill the responsibilities of the job for which you are applying? _____

Do you have a Driver's license? Yes _____ No _____

Were you previously employed by the Town of Oyster Bay? Yes _____ No _____
 If yes, when? _____

Do you presently work for the Town of Oyster Bay? Yes _____ No _____
 If yes, what department? _____

**The following Departments are available for internship placement. Please specify which of the following you are interested in:

- | | | |
|--|--|---|
| <input type="checkbox"/> Environmental Resources | <input type="checkbox"/> Inter- Governmental Affairs | <input type="checkbox"/> Planning & Development |
| <input type="checkbox"/> Public Information | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Public Works/Engineering |
| <input type="checkbox"/> Town Attorney | <input type="checkbox"/> Town Clerk | |

EMPLOYMENT

*****A RESUME IS REQUIRED*****

EDUCATION

(Current full-time registration in a Graduate or Undergraduate Program is required)

High School: _____
Name of College or University: _____
Undergraduate, Graduate or Other: _____
Major: _____ Minor: _____
Anticipated Date of Graduation: _____ Anticipated Degree: _____
Grade/Year Completed by June 2021: _____
Are you available for the full ten (10) week program (June 3, 2021 through August 11, 2021)? _____

REFERENCES

(Please provide three)

| NAME | STREET ADDRESS | CITY/STATE/ZIP | TELEPHONE NO. |
|------|----------------|----------------|---------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

The facts set forth above in my applications for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigations of my personal, employment, or educational history.

SIGNATURE OF APPLICANT