



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

FOR OFFICE USE ONLY

Department: _____ Year: 2024

Interview _____

2024 SUMMER INTERNSHIP PROGRAM

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

(PLEASE PRINT)

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 internship 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"/> Comptroller	<input type="checkbox"/> General Services	<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 Board	<input type="checkbox"/> Town Clerk	

EMPLOYMENT

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

EDUCATION

(Current full-time registration in a Graduate or Undergraduate Program required. Completion of one (1) full-time college semester also required)

High School: _____ Graduation Year: _____
Name of College or University: _____
Undergraduate, Graduate or Other: _____
Major: _____ Minor: _____
Anticipated Date of Graduation: _____ Anticipated Degree: _____
Grade/Year Completed by June 2024: _____
Are you available for the full ten (10) week program (May 30, 2024 through August 7, 2024)? _____

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