

## INTERNSHIP AGREEMENT

**DEPARTMENT DIRECTOR – Please complete this form with the Intern and submit it to HR. A background check must be completed prior to the Intern’s first day. After all signatures are received, please return this form to the Human Resources Manager.**

Intern Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Internship Sponsor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

### **INTERNSHIP DESCRIPTION**

The purpose of this City of Lake Worth Internship is to provide the intern with the opportunity to develop knowledge and skills deemed desirable for a career in the field of \_\_\_\_\_.

During the internship experience, the intern is expected to become a productive trainee. This is an unpaid internship. Both the City of Lake Worth and the intern understand that there is no expectation of compensation, nor any promise of compensation, express or implied. Our goal is to offer a wealth of opportunities for an intern to gain valuable knowledge and real world experience. Both parties understand that no entitlement to a paid job at the internship’s conclusion is expected.

Typical Functions may include, but are not limited to:

- Provides support to the department as requested without displacing the work of a paid employee
- Assists staff in collecting and preparing data for various projects
- Conducts field work, collects parcel data and searches records as requested
- Prepares reports of limited or variable complexity
- Assists staff at community meetings
- Conducts basic office functions, such as data entry, file management, and customer service

Typical Knowledge and Skills includes, but is not limited to:

- Basic understanding of the department’s principles
- Competency in various computer software programs, such as Microsoft Office and the Internet
- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently and effectively in a team environment

Minimum Qualifications: Candidates must possess an interest in the designated profession and relevant specializations and be enrolled or recently graduated from a related college program. Candidates must be able to pass a criminal background check.

## RESPONSIBILITIES

The trainee shall:

1. Dress appropriately for the office setting and abide by the policies and regulations of the department;
2. Act professionally, be punctual, dependable, loyal, courteous and considerate of the employer and employees;
3. Learn the skills and competencies connected with the activities of the department and organization;
4. Realize that dishonestly or failure to abide by the policies and regulations of the department and organization may result in immediate removal from the program;
5. Observe and abide by all confidentiality guidelines; and
6. Submit to the Internship Sponsor a weekly internship report of activities and a final report documenting the accomplishments, knowledge and skills developed during the program.

The Internship Sponsor shall:

1. Supervise the intern and accept the responsibility of providing an educational experience for the intern;
2. Provide an opportunity for the intern to apply a variety of verbal, written and interpersonal communication techniques through a diverse set of experiences;
3. Assist the intern in developing a plan at the start of the program;
4. Inform the intern of his/her progress through timely evaluations;
5. Abide by all Federal, state and local laws and regulations regarding employment and worker's compensation;
6. Complete an internship report/performance review at the conclusion of the program;
7. Reserve the right to discharge the intern for just cause;
8. Insure that the duration of the internship is limited to the period in which the internship provides the intern with beneficial learning;
9. Maintain a log of all hours spent on-site and submit the log to Human Resources at the end of the internship period.

### **My signature below indicates my agreement to, and understanding of, this Agreement.**

I hereby acknowledge and understand that participation as an intern may result in serious injury, illness and/or death and/or damage to my property. Although I appreciate these risks, I desire to intern without regard to the consequences. I assume full and complete responsibility for any injury, accident, incident and/or activity that may occur to me and/or my property as a result of my internship with the City of Lake Worth.

I, the undersigned, am an applicant for an internship or for volunteerism with the City of Lake Worth. I have been advised that as a part of the application process, the City of Lake Worth conducts a criminal history background report that may include, but are not limited to, employment and education verifications, personal references; and personal interviews. I do hereby consent to the City of Lake Worth use of any information provided during the application process in performing the background report. The City of Lake Worth has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to allow me to volunteer or become an intern. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the City of Lake Worth. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**After all signatures are received, please return this form to the Human Resources**