



Tahoe City Public Utility District
P. O. Box 5249
Tahoe City, California 96145
Ph. (530) 583-3440
Fax (530) 583-8452

APPLICATION FOR INTERNSHIP

NOTICE TO INTERN

The Tahoe City Public Utility District (TCPUD) considers Internship Applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a mental or physical disability, or any other legally protected status.

INSTRUCTIONS

- Please print or type and sign the application. The application is not valid unless signed.
- All questions on this application must be completed.
- Please attach a cover letter and resume along with Student Internship Program Details from your College.
- Deliver application to TCPUD at 740 Timberland Lane, Tahoe City, CA; mail to PO Box 5249, Tahoe City, CA 96145; fax to 530-583-8452; or email to jray@tcpud.org.

Applicant Name _____
First Name, Middle Name, Last Name

Address _____
PO Box/Street Address, City, State, Zip

Home Phone _____ Cell Phone _____ E-mail _____

How did you hear about this Internship?

- College Advisor
 College Boards
 TCPUD Website
 CPRS
 TCPUD Staff Presentation
 Other _____
 Word of Mouth (please let us know who) _____

Do you have any relatives employed by the TCPUD? Yes No
 If yes, state name of relative in space below.

Have you ever filed an application with the TCPUD before? Yes No
 If yes, provide date in space below.

Have you previously been employed by or interned with the TCPUD? Yes No
 If yes, state dates of employment and position(s) held in space below.

If currently employed, may we contact your present employer?
 Yes No Not Applicable

Explanatory Information for Above:

Driver's License Number, Class and State of Issuance _____

Date available to begin Internship _____ Minimum weekly hours acceptable _____

Availability of hours (per Internship Manual, 40 hour minimum required): _____

Please list your College Advisor Contact information:

Name	Mailing Address	Phone No.	Email
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EDUCATION	Undergraduate College/University	Graduate/Professional (if applicable)
	School Name and Location	
Highest Year Completed	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Describe Course of Study.		
Describe any specialized training, apprenticeship, skills and extracurricular activities.		
Describe any honors or degrees you have received.		
State any additional information you feel may be helpful to us in considering your application.		

List your goals during this Internship. How do they contribute to your future career?

Please indicate level of proficiency with these computer programs.

N = novice, C = competent, A = advanced, E = expert.

Excel	Word	PowerPoint	Publisher	Outlook
Adobe Acrobat	Access	Windows	Internet	Word Perfect
ActiveNet	Web Development Software _____			

Other recreation registration-specific software (please specify) _____

Other (please specify) _____

Please list all previous employment in the last ten years, starting with your current or most recent job. Include military service assignments. Attach additional sheets as necessary. Explain any time lapses.

CURRENT/MOST RECENT Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Starting and Ending Monthly Salary	
Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Starting and Ending Monthly Salary	
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Reason for Leaving or Still Employed	

Employer Name	
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Direct Supervisor's Name	
Title and Duties of Position	
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Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Summarize special Internship-related skills and qualifications acquired from employment or other experience.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I hereby authorize the Tahoe City Public Utility District to investigate any information I have given herein, with the understanding that omission or misrepresentation of facts may be grounds for rejection of the application. I further understand that I will be fingerprinted and be subject to DMV reporting at no cost to me prior to appointment to an Internship.

Signature of Applicant _____ Date _____

Application is not valid unless signed.