

Internships are available to current college/university students and recent graduates. Internships are unpaid, but provide numerous non-monetary rewards. Fall internships require a minimum commitment of 15 hours per week, and those with greater availability are encouraged to apply. A minimum 13-week commitment is required (minimum 180 hours). **The deadline for submitting the 2020 FALL internship application is 5pm on Friday, April 3<sup>rd</sup>, 2020.** Please note: If selected, interns **MUST** be available for a mandatory internship orientation on Sunday, August 30<sup>th</sup> from 11am-5pm. We are unable to accommodate orientation date conflicts.

**Personal Information**

Name: \_\_\_\_\_  
 First Middle Initial Last

Current Address: \_\_\_\_\_  
 Number, Street, Apt.

\_\_\_\_\_ City State Zip

Permanent Address: \_\_\_\_\_  
 (if different than above) Number, Street, Apt.

\_\_\_\_\_ City State Zip

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Alternate Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Educational Background**

Institution Attending: \_\_\_\_\_ GPA: \_\_\_\_\_  
*Minimum 2.50 required*

Major field of Study: \_\_\_\_\_ Current year in college: \_\_\_\_\_  
*Fr, So, Jr, Sr, Grad*

Please briefly describe your career goals: \_\_\_\_\_

\_\_\_\_\_

**Area of Interest**

*Please rank the followings in order of interest. (1= most interest, 5= least interest)*

*\*Note: Internship areas vary by semester and candidate qualification*

- Animal Care: General Exotic Animal Care       Education & Communication: Animal Ambassador and Interpretive Programs
- Animal Care: Americas/Australia Exhibits       Education & Communication: Public Relations and Social Media
- Animal Care: Family Farm Exhibit

**Please select one of the following:**

- I wish only to be considered for my top choices      or       Please consider me for any area for which I am qualified

## Availability

Available start date \_\_\_\_\_

Desired end date \_\_\_\_\_

Are you able to commit to a 13-week minimum period?

Yes

No

Are you able to work on weekends and holidays?

Yes

No

Are you applying with full-time or part-time availability?

Full-Time (40hrs/wk)

Part-Time (<40 hrs/wk)

If not available full time, how many hours per week can you commit to the program?

\_\_\_\_\_  
*\* Please use the schedule sheet to clearly indicate your weekly availability*

Please list any days/times that you will not be available:

\_\_\_\_\_

## Goals

Please describe what you hope to gain from an internship with the Columbian Park Zoo:

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Please indicate any previous work, volunteer, or internship experience as it relates to your selected area of interest:

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Are you applying for school credit if selected for this internship?

Yes

No

## Emergency Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Does the applicant have any disability, allergy or special need?

NO

YES

If yes, please specify below:

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*The Zoo will make reasonable accommodations to allow the participation of individuals with disabilities in accordance with the Americans with Disabilities Act. It is our goal to provide a safe program environment and to be as inclusive as possible.*

# Columbian Park Zoo

## Fall Internship Availability Schedule

Name: \_\_\_\_\_

Semester: Fall 2020

Works shifts can begin as early as 8am or end as late as 5pm, 7 days a week.

Please indicate all blocks of time you are available to work. Consider travel time to and from the Zoo.

Shifts 3 hours in length or more are required.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>8am</b>							
8:30							
<b>9am</b>							
9:30							
<b>10am</b>							
10:30							
<b>11am</b>							
11:30							
<b>Noon</b>							
12:30							
<b>1pm</b>							
1:30							
<b>2pm</b>							
2:30							
<b>3pm</b>							
3:30							
<b>4pm</b>							
4:30							
<b>5pm</b>							

## Conditions

I agree to advise the Zoo in writing of any physical limitations which could affect or be affected by any internship activities I assume. I understand it is my responsibility to provide this information and I release the Zoo from any liability for injuries or illnesses which result from my failure to advise the Zoo in writing of any such limitations.

I agree and understand that as an intern, the Zoo is not obligated to provide me any payment or benefit for my services. I also agree to release the Lafayette City Board of Parks and Recreation, its employees and agents (collectively the Zoo) from any liability in the event I am injured or suffer damage as a result of my internship activities at the Zoo. I agree not to pursue any claim or initiate any action against the Zoo in the event I am injured or suffer damage as a result of the negligence of the Zoo. I understand and agree that this is an express assumption of risk and this release and waiver is made on my own behalf and on behalf of my heirs, executors, representatives and assigns.

I understand that the Zoo may require alcohol, drug and substance abuse screening, and I consent to such an examination and authorize the release of the results of such an examination to the Zoo.

I hereby authorize a law enforcement background check and investigation of all statements in this application and request any company, institution, or persons, including police agencies, contacted as part of this investigation to provide any and all pertinent information. To assure their cooperation, I hereby release them from all liability for any damage that may result from furnishing this information to the Zoo.

I understand that acceptance into the internship program, and successful completion of the requirements of the internship, is not and does not guarantee an offer of future employment.

All information provided herein is true, correct and complete.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please Note: A separate background check form will be required for completion during the application process. This form will be provided by Columbian Park Zoo.*

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## To submit your internship application:

### Please attach:

1. A cover letter explaining why you are applying for an internship at the Columbian Park Zoo
2. Resume
3. Two signed letters of recommendation *–letters may be sent independent of application packet, but must be received by deadline*
4. A copy of your current college transcript
5. A schedule of availability (use form attached)

### Send to:

Columbian Park Zoo  
Internship Program  
1915 Scott Street  
Lafayette, IN 47904

**All materials must be included at the time of submission. Incomplete applications will not be considered.**