



The County of Monterey Internship Program

County Administrative Office / Human Resources

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INTERN APPLICATION

1. Internship Title or Area of Interest: Administrative Internship at the Monterey County Assessor Department Today's Date: 14.10.2015			
4. Last Name: Cammerer		First: Jannicka	Middle Initial:
5. Mailing Address:		City:	State: Zip:
6. Home Telephone: () -		Work Telephone: () -	E-mail Address:
7. Driver's License Number:		Class:	Expiration: State:
8. Are you able to produce documents that verify your right to work in the United States? Persons under age 18 must be able to produce a valid work permit upon employment.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. a) Are you currently a member or retiree of the Public Employees' Retirement System?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) Have you ever participated in the Public Employees' Retirement System?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
10. Are you currently or have you ever been employed by Monterey County? <i>If Yes, please indicate:</i> Dates: _____ Position: _____ Department: _____ Name(s) at time of employment: _____		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. Do you have any relatives employed by Monterey County? (There may be limitations on the employment of Father, Mother, Brother, Sister, Wife, Husband, and Child. Each case is considered separately for potential conflict of interest) <i>If Yes, please indicate:</i> Name: _____ Department: _____ Relationship: _____ Name: _____ Department: _____ Relationship: _____		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12. What type of work will you accept? (Check all that apply.) Type of Hire: <input checked="" type="checkbox"/> Unpaid <input type="checkbox"/> Paid <input type="checkbox"/> Either Hours Worked: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On-Call Availability: <input checked="" type="checkbox"/> Short Term <input type="checkbox"/> Ongoing <input type="checkbox"/> Summer Only		13. Do you require school or licensing credit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, how many hours do you need? 35	
		14. How soon are you available? <u>15.01.2016</u>	
15. Have you ever been convicted of a felony or misdemeanor? This information will be reviewed for job relatedness. Please list all convictions except : those which have been sealed, expunged or statutorily eradicated, or pursuant to Labor Code 432.8, any convictions of marijuana-related offenses more than two years old. Use an additional sheet of paper if necessary. <i>If Yes, indicate:</i> Date: _____ Charge: _____ Location: _____ Action Taken: _____		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16. Locations where you are willing to work: (Check all that apply.) <input checked="" type="checkbox"/> Salinas <input type="checkbox"/> North County <input type="checkbox"/> Big Sur Coast <input type="checkbox"/> Monterey Peninsula <input type="checkbox"/> King City/South County			

17. Second Language Skills: If you have no second language, skip this question and go to question 18 on the next page. Please indicate your level of skill in the following languages (other than English) by selecting the appropriate letter code in front of the language. CHOOSE ONLY ONE NUMBER CODE PER LANGUAGE.

Letter Codes: 1 = I can carry on a conversation freely but cannot read/write.
 2 = I can carry on a conversation and can read/write. American Sign Language Basic Advanced

Choose appropriate box below:

1 2 Spanish 1 2 Tagalog 1 2 Vietnamese 1 2 Japanese 1 2 Mixteco 1 2 Chinese-Mandarin
1 2 Ilocano 1 2 Korean 1 2 Cambodian 1 2 Triqui 1 2 Oaxacan 1 2 Other (Specify): German

Student Applicant Name: _____

Internship Title: Administrative Inter

18. EDUCATION AND TRAINING SUMMARY

Colleges, Vocational, or Technical Schools	Major/Minor/Concentration	Expected Date of Completion	Type of Degree/Certificate Awarded
University of Applied Sciences	Public Administration	May 2017	Bachelor of Arts
Licenses and Certificates (State, Professional, Nursing, Trade, etc. which are required for this position.)			
Description	Issued by	Number	Expiration Date

19. KNOWLEDGE, SKILLS, AND ABILITIES (check all that apply)

MS Word -- <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	Access -- <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Advanced	PowerPoint <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	Internet -- <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced
Excel -- <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	Other --		

20. EMPLOYMENT HISTORY Begin with your present or most recent job, internship, volunteer work, and/or military experience.

Date and Salary Information	Employer Information	Occupation and Description of Duties
From: 9/1/13 To: 2/28/14 (Mo/Day/Year)	Employer: Address: Telephone: Supervisor's Name: Supervisor's Title: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title: Administrative Internship Your Duties: I gained experience in different departments: Office of General Organisation Local Financial Authority Citizen Affairs Office Building Inspection Office Among other things I had to do differend researches, took part in various projects an had written communication with citizens
Monthly Salary: \$ Hours Per Week: 40	Reason for Leaving:	
From: 9/1/12 To: 8/31/13 (Mo/Day/Year)	Employer: Address: Telephone: Supervisor's Name: Supervisor's Title: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title: Voluntary Year of Social Service Your Duties: Blaues Kreuz is a holiday home where seminars and events take place. I was part of the service team and worked in the kitchen. We prepared breakfast, lunch and dinner for groups up to 100 members, organized special events and were contact person for the guests.
Monthly Salary: \$ Hours Per Week: 38	Reason for Leaving:	
From: / / To: / / (Mo/Day/Year)	Employer: Address: Telephone: Supervisor's Name: Supervisor's Title: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title: Your Duties:
Monthly Salary: \$ Hours Per Week:	Reason for Leaving:	

21. I understand and acknowledge that if I should be offered an internship with Monterey County, I may be required to successfully pass a pre-employment drug test and a background investigation as a condition of my internship with the County; and I understand that an internship offers work experience with no

benefits or guarantee of permanent employment with the County; and I understand that interns are “at will,” temporary employees (whether paid or unpaid) who may be terminated without cause; and I hereby certify that all information or omission of any material fact on this application is true to the best of my knowledge and understand that falsification of information on this application may lead to ineligibility or termination from my internship.

Signature of Student Applicant: _____ **Date:** _____

EMERGENCY CONTACT INFORMATION <i>(Optional)</i>		
Name:		Relationship to Student:
Phone:	Alternate Phone:	Address: