**POSITION AVAILABLE:** COLLEGE INTERNSHIP

| **GENERAL DESCRIPTION:** | Applicant will spend time working on relevant projects, learning about the field of a Department and making City connections. Also, will fulfill tasks set out by supervisor of department which applicant applied.

This internship will help the applicant in learning:
- Work Ethics;
- Ability to Problem Solve
- Working Independently

This job is a temporary period of six weeks beginning June 10, 2024 with work hours of Monday-Thursday from 7:30 a.m.-5:30 p.m. and Friday, 7:30-11:30 a.m. |

| **MINIMUM TRAINING/EXPERIENCE:** | • Must have reliable transportation to and from work Monday-Thursday, from 7:30 a.m.- 5:30 p.m. and Friday, 7:30 a.m. -11:30 a.m.;
• Currently enrolled in college at the time of application with a minimum of 2.5 GPA; |

| **SALARY:** | $15.00 per hour |
| **DEADLINE:** | Open Until Filled |

An application must be completed and may be obtained on the City’s website at [www.cityoflamarque.org](http://www.cityoflamarque.org) The application is attached to the job posting. City of La Marque is an Equal Opportunity Employer (EOE). Go to the “Employment” tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below:

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See job description and application attached.
Title: College Internship

Department: TBD

FLSA Statuses: Non-Exempt

Reports to: TBD

Job Summary

Applicant will spend time working on relevant projects, learning about the field of a Department and making City connections. Also, will fulfill tasks set out by supervisor of department which applicant applied.

Essential Job Duties

- Adhere to all City policies and procedures, not limited to the Employee Handbook, in particular:
  - Attendance Policy
  - All Safety Policies and Procedures
  - Appropriate business attire for office personnel and proper uniform attire for these departments that are so designated.
  - Appropriate/correct English usage and vocabulary.
  - Pleasant, professional manner, telephone & customer service oriented and interpersonal skills.
  - Other duties as assigned.

Education, Training, and Experience

- Must have reliable transportation to and from work Monday-Thursday, from 7:30 a.m.- 5:30 p.m. and Friday, 7:30 a.m. -11:30 a.m.
- Currently enrolled in College with a minimum of 2.5 GPA;
CITY OF LA MARQUE
APPLICATION - 2024 COLLEGE INTERNSHIP EMPLOYMENT

Please print. False information is cause for rejection or dismissal. Employment is subject to compliance with City requirements, including passing a drug screening test. This application and other documents submitted by an applicant will not be returned and may be subject to the Texas Open Records Act.

PLEASE PRINT AND COMPLETE IN FULL. INCOMPLETE APPLICATIONS WILL BE REJECTED.

NAME: ____________________________________________  SOCIAL SEC # ________________________

ADDRESS: ____________________________  CITY/STATE: _________________________ ZIP ________

DATE OF BIRTH ________________PHONE: _______________________ CELL: ____________________

DRIVERS LICENSE NUMBER: _______________________________________________________________

ARE YOU 18 YEARS OR OLDER? (circle one) Yes     No

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.? (circle one) Yes   No
(Proof of citizenship or immigration status will be required upon employment)

PLEASE CIRCLE ONE OR MORE DEPARTMENTS YOU ARE INTERESTED IN WORKING WITH:

Fire/Code Department  Police Department  Public Works  City Administration
Media Relations  Library  Finance  Facilities/Maintenance

EXPERIENCE:

PLEASE DESCRIBE ANY SPECIAL SKILLS, PREVIOUS JOBS OR EXPERIENCE YOU HAVE THAT MIGHT BE RELEVANT TO WORKING FOR THE CITY. DESCRIBE THE JOB, COMPANY YOU WORKED FOR, AND DETAILED EXPLANATION OF THE EXPERIENCE OR SKILLS:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

EDUCATION:

High School: _______________________ Date Attended: ______________ Did you Graduate? ____________
College: ___________________________ Date Attended: ______________ Did you Graduate? ____________
Trade/Business: _____________________ Date Attended: ______________ Did you Graduate? ____________

SOCIAL CLUBS / ORGANIZATIONS:

Name any organizations or activities you take part in or have in the past:
Name: _______________________ Date Started: ______________ Years/months participated: ____________
DO YOU HAVE ANY RELATIVES WHO ARE EMPLOYED BY THE CITY OF LA MARQUE? (circle one) YES NO

IF YES, SPECIFY THE NAME, RELATIONSHIP AND DEPARTMENT OF THE EMPLOYEE:
_______________________________________________________________________________________________________

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY? (circle one) YES NO
(Conviction does not necessarily disqualify an applicant from employment)
If yes, please explain:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

EMPLOYMENT HISTORY - LIST LAST 2 EMPLOYERS:

<table>
<thead>
<tr>
<th>EMPLOYER NAME/ADDRESS</th>
<th>DATE FROM</th>
<th>DATE TO</th>
<th>POSITION/SALARY</th>
<th>REASON FOR LEAVING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Additional information on job history or resume may be attached)

REFERENCES - Name 3 people that can speak to your skills / work ethic (must NOT be related to you)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT NUMBER</th>
<th>E-MAIL ADDRESS</th>
<th>YEARS ACQUAINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IN CASE OF EMERGENCY, PLEASE NOTIFY: ______________________________ PHONE: ______________________

I certify that all of the preceding statements made by me in this application are true, complete, and correct and are made in good faith. I agree that any false statements in this application shall be sufficient cause for rejection or dismissal at any time. The use of this application does not indicate that positions are open and does not in any way obligate the City of La Marque. I hereby authorize any and all individuals, companies, institutions and organizations listed within this application to furnish the City of La Marque with any information they may have concerning me which they have on record or otherwise, and do hereby release any such individual, company, institution, or organization and all individuals connected therewith, including the City of La Marque, from all liability for any damages whatsoever incurred and from any claims or causes of action arising out of or related to the furnishing of such information.

I UNDERSTAND, AUTHORIZE, AND GIVE PERMISSION for the City of La Marque to conduct verification and/or investigations of my credit history, criminal history, driving records, character, employment history, reputation, and any other job-related investigations as are necessary to determine my qualifications for employment.

I UNDERSTAND that if I am offered employment with the City of La Marque, I will be required to take a drug test. Any offer of employment that I may receive will be conditioned upon the results of the drug test. In addition, positive results of the post-offer drug test will disqualify me from employment. I ALSO UNDERSTAND that if I become employed with the City of La Marque, I will be required to comply with the City’s drug testing program.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is of an ‘at will’ nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

APPLICANT NAME: ____________________________________________

APPLICANT SIGNATURE: _______________________________________ DATE: ___________________