



Internship Application
 Please return to:
 Human Resources Department
 Pueblo City-County Library District
 100 East Abriendo Ave.
 Pueblo, CO 81004
 719-562-5632



Please fill out completely with print or type. Applicants must be at least 18 years of age.

Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone (home) _____ **(work)** _____ **(cell)** _____

Email address _____

EMPLOYMENT HISTORY *(Start with present or most recent)*

Name of business _____

Address _____

Position / responsibilities _____

Name of supervisor _____ **Phone** _____

Name of business _____

Address _____

Position / responsibilities _____

Name of supervisor _____ **Phone** _____

EDUCATION / TRAINING

Highest level of college completed and area of interest for internship placement _____

Length of internship requested _____

Additional Skills *(Examples: foreign language, computer skills, clerical/phone skills, media/art experience, previous library experience, research, communication, literacy skills)* _____

REFERENCES *Please list three people (who are not relatives)*

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of, or pled guilty to, a felony offense? _____

If so, please give date and nature of offense. _____

Emergency Contact Information:

Name of contact _____ Phone _____

AGREEMENT

I certify that the answers contained in this application are true and complete to the best of my knowledge. My internship service is conditional upon completion of the application, verification of references, and passing a background check.

I understand that the information I have provided may be disclosed to any party with legal and proper interest, and I release the Pueblo City-County Library District from any liability for supplying such information.

I understand that PCCLD reserves the right to screen volunteers and will not accept as a volunteer anyone who would jeopardize any aspect of library service or safety of library staff and customers.

I agree to abide by all Pueblo City-County Library District policies.

I agree that if I am unable to fulfill a scheduled work time for any reason that I will contact my supervisor as soon as possible.

Applicant Signature _____ **Date** _____

Applicants are considered for Internship positions without regard to race, religion, sex, age, national origin, disability and other characteristics protected by law.