

## COUNTY EXECUTIVE VOLUNTEER INTERN PROGRAM

**Application Deadline: April 20, 2018**

County Executive George Latimer's Internship Program provides eligible high school seniors and college students a unique opportunity to gain valuable professional experience, build leadership skills, work closely with experienced staffers and learn about county government.

Specific responsibilities will vary by office. Overall, interns will be tasked with researching county-wide issues, drafting short memos and letters, attending and assessing community events and generally assisting with day-to-day operations. Interns will work directly with the County Executive's staff, and develop a more detailed understanding of government.

Internship opportunities are available in the following offices:

- Communications
- Community Affairs
- Operations
- Economic Development
- Constituent Services

The 2018 County Executive Summer Internship runs from June 18 to August 3. The internship is unpaid, and requires 3-5 days of work per week. Precise scheduling can be flexible to the needs or scheduling requirements of accepted students. (Arrangements can be made to provide school credit, if applicable).

To apply, please complete the application below/attached and send it with a resume, cover letter, and writing sample (an article, assignment or post you have written) to Paula Nisbett at [par3@westchestergov.com](mailto:par3@westchestergov.com) by **April 20th**. Please include "CE Intern" in your subject line.

Interns will be notified by April 30, 2018.

For more information contact Paula Nisbett at 914-995-3306 or [par3@westchestergov.com](mailto:par3@westchestergov.com).

***Complete the application below***

## VOLUNTEER INTERN APPLICATION

<b>Name:</b> (Last, First, Middle)		<b>Last 4 digits of Social Security Number</b>
<b>Mailing Address: Street</b>		<b>xxx / xx /</b>
<b>City, State, Zip Code</b>		<b>Telephone No.</b>
<b>Are you 18 years old or older?</b> ___ Yes ___ No		<b>Cell Phone</b>
<b>If not, what age:</b> _____		<b>Email Address:</b>
<b>Are you a Westchester County Resident?</b> ___ Yes ___ No		

### EDUCATION

	NAME & LOCATION	COURSE/MAJOR	TYPE OF DEGREE	DATES ATTENDED TO/FROM	DATE DEGREE RECEIVED OR EXPECTED
HIGH SCHOOL					
COLLEGE OR POST HIGH SCHOOL					
GRADUATE SCHOOL					
CERTIFICATES OR SPECIAL TRAINING					

### VOLUNTEER/COMMUNITY SERVICE/EMPLOYMENT HISTORY (Up to last 5 years)

NAME & ADDRESS OF EMPLOYER	FROM MO./YR	TO MO./YR.	KIND OF WORK OR POSITION	SALARY	REASON FOR LEAVING
<b>Do you have any computer skills?</b> ___Yes ___No If yes, specify: _____		<b>Keyboarding skills?</b> ___Yes ___No ___WPM		<b>Can you operate any other equipment?</b> ___Yes ___No If yes, specify: _____	
<b>In addition to English, are you fluent in any other language?</b> ___ Yes ___ No If yes, Specify _____:					
<b>Have you worked for Westchester County government before?</b> ___ Yes ___ No					
Which Department: _____			Reason for leaving: _____		

### Where did you hear about this program/job?

\_\_\_\_\_

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

IF UNDER AGE 18, PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

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