



LAKE WALES MUSEUM & Cultural Center

325. S. Scenic Highway, Lake Wales FL 33853

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name: _____ Phone: (____) _____

Address: _____ City: _____

Zip: _____ Email: _____

What made you decide to be an intern at the Lake Wales Museum & Cultural Center?

- Friend or coworker, Advertisement, Professor/campus information, Other: _____

INTERNSHIP TYPE

Internship Title: _____ Type: _____

Supervising Professor: _____ Phone: (____) _____

Address: _____ City: _____

Zip: _____ Email: _____

EDUCATION

High School, College, Graduate School with year selection (1-4) and School/Major fields.

(Circle last year completed)

CURRENT EMPLOYMENT

Current Employer (if applicable): _____

Position: _____ Duties: _____

Current employment status: full time, part time, retired, unemployed, student

Have you ever been an intern? Yes, No, If so, where? _____

Title/duties there: _____

AVAILABILITY

Table with 8 columns: Available, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday and 3 rows: Mornings, Afternoons, Evenings.

Available days/times for an interview is different from above: _____

Will your availability change over the term of your internship (keep in mind any vacations or conventions)? Yes, No

If so, why? _____

Please estimate the dates of your internship:

Anticipated start: _____ Anticipated end: _____

Estimated hours per week: _____ Hours needed in total: _____

REFERENCES

Please list two references. They can be either professional or personal, but should not be members of your family.

Name: _____ Day Phone: (____) _____

Relationship: _____ Years known: _____

Name: _____ Day Phone: (____) _____

Relationship: _____ Years known: _____

EMERGENCY CONTACT

Name: _____ Day Phone: (____) _____

Relationship: _____ Cell/Evening Phone: (____) _____

INTERESTS:

- Collections Education Fabrication Curation
- Marketing Special Events

Select all that best match your skills, interests, and availability:

Employer's Responsibilities:

Interns shall be assigned specific duties in a general work area by the immediate supervisor. Interns shall have appropriate training and/or experience to perform duties in a safe manner. Interns will be at least (17) sixteen years of age and from an accredited University.

Interns shall receive appropriate training and supervision. Internships do not guarantee any permanent employment for the intern.

The City of Lake Wales will provide work references, if requested by the intern, based upon the intern's record of service. The City has the right to conduct background reference checks on interns.

Intern's Responsibilities:

Intern agrees to follow rules and guidelines established by the appropriate department and understands that failure to adhere to these rules may end his/her internship status. Intern understands that there is no compensation for time worked.

I, _____ agree to hold the City of Lake Wales and its agents, officials and employees harmless from any claims by me, my family, estate, heirs or assigns arising out of my internship at the City of Lake Wales.

I further agree that I will hold harmless, indemnify and defend the City of Lake Wales and its agents, officials and employees from any damage to persons or property, resulting from any negligence and/or intentional acts on my part.

I assume the responsibility of mental and physical fitness to perform the work that is assigned me by the City of Lake Wales. If I do not feel that I am capable of performing the work assigned me I assume the responsibility of informing the City of that fact.

I am of lawful age and legally competent to sign this Agreement and I understand the terms and have signed this document as my own free act.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS RELEASE BY READING IT BEFORE I SIGNED IT. I REALIZE THAT BY SIGNING THIS DOCUMENT I AM GIVING UP LEGAL RIGHTS TO WHICH I MAY BE ENTITLED.

I have reviewed this agreement and understand the provisions contained herein.

Museum Intern

Date

Museum Director

Date