INTERNSHIP APPLICATION FORM
Summer 2017

Please submit this application with:
A cover letter, resume, two letters of recommendation and a copy of your current (official or unofficial) grade transcript.

Application materials should be sent as a complete packet. Incomplete application packets may not be considered.

Applications are accepted within two months prior to the application deadline which are as follows:

**Summer:** March 10  
**Fall:** July 10  
**Spring/Winter:** November 10

Applications will not be accepted after the deadline for the corresponding session.

Please type or print clearly.

**Name:**

**Present Address or School Residence Address:**

**City:** __________  **State:** ______  **Zip Code:** __________

**Cell phone/School Residence Phone:** __________  **Permanent phone:** __________

**E-mail Address:** __________

**University:** __________________________  **Major:** __________________________

**Year in school (please circle):**  Junior  Senior  Graduate  Masters  Doctoral

**Area of Interest:** For consideration in more than one area, please rank your first, second, and third choice in order of interest (1, 2, and 3).

_____ Encounters-Birds Animal Care  
_____ Forest Carnivores  
_____ Marine Mammals-Dolphin  
_____ Marine Mammals-Pinniped  
_____ Oceans Biome Animal Care  
_____ Oceans Water Quality Lab  
_____ Plains Animal Care  
_____ Veterinary Hospital/Commissary

**Departments Animal Care (Pre-Vet preferred/Undergraduates only)**

_____ Education Family and Youth Programs  
_____ Education On-grounds Interpretation  
_____ Education Program Evaluation  
_____ Institutional Advancement (Fundraising)  
_____ Public Relations  
_____ Volunteer Management

Are you receiving school credit for your internship?  ____ Yes  ____ No
(If yes, please make arrangements prior to the start of your internship).

**Date Available to Start** __________________________  **End Date** __________________________

Intern must be able to work 12 consecutive weeks
(Continued on Page 2)
Have you been convicted of or pleaded guilty to a felony or misdemeanor other than a minor traffic violation? (A conviction will not necessarily disqualify you from an internship. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction or plea will disqualify you from consideration for an internship or will result in termination from the intern program if subsequently discovered). If yes, please state the nature of the conviction or plea, the date and explain.

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<th>Nature of the conviction or plea</th>
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Please Explain

Have you ever been accused of a crime, or been the subject of an investigation, regarding child protection and safety, including (but not limited to) child abuse, neglect, or sexual abuse? (Answering affirmatively to this question may not exclude you from an internship with the Indianapolis Zoo, but the Indianapolis Zoo needs truthful and accurate information in response to this question in order to fully evaluate your internship application). If so, please explain the circumstances and the outcome.

Please Explain

I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information in my application may result in the rejections of my application, the revocation of an internship offer or discharge.

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Please send completed application packet to:
Office of Volunteer Services,
1200 West Washington Street,
P.O. Box 22309, Indianapolis, IN 46222-0309
Fax to 317-630-2031
Or email to agarrett@indyzoo.com