



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

APPLICATION FOR INTERNSHIP

Dear Applicant,

Thank you for your interest in the Water Reclamation Internship Program with Jefferson County Commission! Jefferson County is focused on providing high school graduating seniors with internships and this program is designed to benefit your developmental growth.

Jefferson County strongly supports Equal Employment Opportunity. The County prohibits discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other basis prohibited by law.

If you need an accommodation for a disability during the completion of the application, please contact Marc Crenshaw at (205)214-3997 or Lakeasha Hargrove at (205)214-4007.

Instructions

This internship program is for graduating High School Seniors

1. Type or Print legibly in ink.
2. Fill out the entire application by providing complete and accurate information.
3. Submit all supporting materials indicated on the application, along with the application (e.g., Signed Parent/Guardian Commitment Agreement, Student/Parent Acknowledgement Form, one (1) School Recommendation Letter, 300-500-word Essay)
4. Your application and supporting materials must be submitted by **March 31, 2020**.
5. Applications and supporting documents will not be returned.
6. Submit your completed application packet to Lakeasha Hargrove taylorlak@jccal.org or Marc Crenshaw crenshawm@jccal.org. Your application can also be submitted through the Career Tech Coordinator or Counselor of your high school.



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

Student Contact Information:

First Name: _____ Last Name: _____

E-mail address: _____ Phone #: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Confidential Identification: (optional)

Any information you voluntarily provide is confidential and will not be considered in making any selection decision.

Race Ethnicity: _____ Gender: _____

Parent/Guardian Contact Information (if under the age of 18):

First Name: _____ Last Name: _____

E-mail address: _____ Phone #: _____

Your School's Contact Information:

Name of High School: _____ School District: _____

Name and contact information of a contact person at your school's office (for administrative questions):

First Name: _____ Last Name: _____

E-mail address: _____ Phone #: _____

Mailing Address of High School:

Street: _____

City: _____ State: _____ Zip Code: _____

Education:

Current Grade Level: _____ Current GPA: _____

How did you hear about this internship?



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

PARENT/GUARDIAN COMMITMENT AGREEMENT

The Jefferson County High School Water Reclamation Internship Program consists of eight weeks of paid work experience, on an hourly basis, beginning June 2, 2020 and concluding on July 24, 2020. Your commitment to the entire eight-week period is required. SAFETY is one of Jefferson County's Core Values. As such, the health and well-being of Jefferson County citizens, including employees, is of paramount importance for each department and individual serving the County. Jefferson County expressively values the safety of its employees and others who are involved in activities associated with the Jefferson County Environmental Services Department's Water Reclamation Treatment Plants (also known as Wastewater Treatment Plants). As such, we require a signed commitment of support on the Parent or Guardians behalf. We also require the student and parent(s)/guardian to review and sign the Student/Parent Acknowledgement Form, which is provided in this packet.

Please sign below acknowledging your understanding and commitment to the safety obligations, completing the required hours, and other work obligations of this program. Details of the program are included on the following pages.

Student Signature: _____ Date: _____

Parent/Guardian (Print): _____ Date: _____

Parent/Guardian Signature: _____ Best Phone #: _____



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

STUDENT / PARENT ACKNOWLEDGEMENT FORM

The Jefferson County Commission Water Reclamation Internship Program is designed to expose high school career/technical students to career opportunities in local government while also allowing the student to develop and strengthen professional skills in a work environment. To confirm that the objectives of the program are effectively met and a clear understanding among all parties of the details and requirements of the program, Jefferson County Commission requires that prospective interns and their parent/guardian complete and submit this form. The completed and signed form should be included in the application packet and returned to Jefferson County Commission via email to Marc Crenshaw at crenshawm@jccal.org or Lakeasha Hargrove at taylorlak@jccal.org. Questions regarding this form should be directed to Marc Crenshaw at (205)214-3997 or Lakeasha Hargrove at (205)214-4007.

Prospective Intern and Parent Information

Intern Name:	
Parent/Guardian Name:	
High School:	
Grade Level:	
Expected Graduation Year:	

Student Intern Position Detail Acknowledgement

Please read and **initial** indicating your acknowledgement of each of the following conditions and aspects of the internship position.

Student	Parent	
		I understand and acknowledge that the intern position with the Jefferson County Commission is temporary in nature and will have a defined start and end date that will not exceed 32 work hours per week.
		I understand and acknowledge that the intern position will work under the close observation of an assigned mentor/supervisor who is a regular employee of the Jefferson County Commission.
		I understand and acknowledge that an internship with the Jefferson County Commission does not confer any rights or expectations to full-time employment, part-time employment, or other type of job offer at the conclusion of the internship.
		I understand and acknowledge that an intern position with the Jefferson County Commission is not eligible for sick or vacation leave.
		I understand and acknowledge that an intern position with the Jefferson County Commission is not eligible for health care, pension, retirement, or other benefits beyond any established hourly rate of pay.
		I understand and acknowledge that an intern position with the Jefferson County Commission is not eligible for unemployment at the conclusion of the internship.
		I understand and acknowledge that the intern and parent will be responsible for providing transportation to and from Jefferson County Commission worksite.
		I understand and acknowledge that my attendance record, number of hours worked, and record of performance level may be shared with my high school as part of this internship program.
		SAFETY is one of Jefferson County's Core Values and is a top priority. As such, the health and well-being of Jefferson County citizens, including employees, is of paramount importance for each department and individual serving the County. Jefferson County expressively values the safety of its employees and others who are involved in activities associated with the Jefferson County Environmental Services Department's Water Reclamation Treatment Plants (also known as Wastewater Treatment Plants). It is important that you and the parents/guardians are aware of the requirements to maintain a safe environment for the interns and Jefferson County employees. You will receive an oral presentation during Orientation on details of Plant Safety and Dress Code by Human Resources and Environmental Services Representatives. Interns are required to follow all safety procedures while at any Plant. Should a safety concern/issue occur, I understand and acknowledge that I must report it immediately to Human Resources.
		I understand and acknowledge that as an intern, I am expected to demonstrate positive work related behavior, to include: treating co-workers, supervisors, mentors and the public with courtesy and respect; maintaining a record of good work attendance and punctuality; avoiding inappropriate behavior; following all rules regarding safety and security; demonstrating a commitment to quality, productivity, and accuracy; following rules and regulations – those that are specific to the particular department and/or work site as well as the rules, regulations, policies, and procedures of the Jefferson County Commission; honesty and integrity, obeying local, state, and federal laws; avoiding any interest or activity, including outside employment, which is in conflict with the conduct of your duties and responsibilities of the internship; avoiding disclosure of confidential or privileged information without proper authority; carrying out the responsibilities of the internship to the best of your ability



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

STUDENT / PARENT ACKNOWLEDGEMENT FORM

Signature

My signature below indicates that I have read, understand, and agree with the details of the internship position with Jefferson County Commission.

Intern Name (Print): _____

Intern Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

ALL APPLICATIONS, ALONG WITH OTHER REQUIRED MATERIALS MUST BE SUBMITTED BY March 31, 2020.

Other application materials required:

- Signed Parent/Guardian Commitment Agreement
- Signed Student/Parent Acknowledgement Form
- One School Recommendation letter
- 300-500 Word Essay

Essay Application:

In a 300-500 word essay, answer the following:

- What interests you most about Water Reclamation?
- Why is this internship important for your future?
- What will you bring to the internship program?

Use the following format for the essay:

- Microsoft Word, Typed
- 1.5 line spacing
- Times New Roman
- 12 Point Font

Essay Criteria and Standardized Grading:

In order to standardize the essay phase of the selection procedures, we will utilize a grading rubric. Rubrics provide focus, emphasis and attention to details and act as a guide for the applicant. Below are the following criteria that will be used during the grading of the essay:

- Overall Impact
- Content/Info
- Organization
- Grammar

Application Submission:

To submit your application packet, please email the documents to either by **March 31, 2020.**

- Marc Crenshaw- crenshawm@jccal.org
OR
- Lakeasha Hargrove- taylorlak@jccal.org
OR
- In person: **Jefferson County Commission**
Human Resources Department
716 Richard Arrington Jr. Blvd. North, Suite A670
Birmingham, Alabama 35203



Water Reclamation High School Internship Program: Application Form

Jefferson County Commission | Environmental Services Department | Water Reclamation Division

ESSAY TEMPLATE