

Work-Study Internship Application



PUBLIC SERVICE CORPS

BRIDGING THE GAP BETWEEN EDUCATION AND EMPLOYMENT

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Department of Citywide Administrative Services

Lisette Camilo
Commissioner

Barbara Dannenberg
Acting Deputy Commissioner

INTERNSHIP CATEGORIES (For student's review; enter the four choices as requested in Section IV)

<u>CODE</u>	<u>INTERNSHIP CATEGORIES</u>
A01	RESEARCH INTERN – assists in obtaining and evaluating data for various projects, investigations, studies and surveys. Sound writing skills and ability to manipulate data and statistics preferred.
A02	CLERICAL INTERN – types, files, answers phones and performs other clerical related functions. Education courses preferred.
A03	ACCOUNTING INTERN – examines books and records of financial operations; may include payroll and auditing functions. Knowledge of business math and accounting preferred.
A04	PERSONNEL ASSISTANT – assists human resources department personnel in interviewing candidates, making phone inquiries for references and surveys, report writing, record keeping, and related administrative functions.
A05	LEGAL ASSISTANT (undergraduate) – performs legal research, report writing, and related clerical functions in a law related agency or bureau (limited number of positions available).
A06	LEGAL ASSISTANT (law school students) – assists attorneys in legal research and report writing. Acting as court liaison and handling other related activities (e.g., criminal, community, or labor relations).
A08	ADMINISTRATIVE INTERN – performs a variety of responsibilities related to the management of the daily operations of an agency; including, but not limited to, preparation of correspondence and reports, liaison activities, typing, filing, answering phones, and other related clerical duties. Scope of responsibility is dependent upon work experience.
B03	EDUCATIONAL TUTOR – under supervision, tutors children in day care centers, schools, and libraries to enhance academic skills.
B04	CASEWORKER ASSISTANT – assists in interviewing and counseling individuals, maintaining records in hospitals or other social service settings. Field work may be involved (limited number of positions available).
C02	GRAPHIC ARTS INTERN – assists in design, layout, photography, and other related technical areas. Specific skills, experience, or related course work required (limited number of positions available).
C03	JOURNALISM/PUBLIC INFORMATION INTERN – works on city publications, agency newsletters, press releases, etc. Some experience or related course work preferred (limited number of positions available).
D02	HOSPITAL STAFF INTERN – internships may be clerical or patient-contact oriented. Work performed in areas of admitting, emergency room, pharmacy, dietary services, and other related areas. Ideal for nursing or pre-med majors.
D03	INFORMATION PROCESSING AND COMPUTER INTERN – works on projects and operations utilizing data processing equipment and advanced software. Information processing, computer science courses and/or work experience required.
D04	ARCHITECTURE AND DRAFTING INTERN – works on design, research, and operational projects relating to architectural design, building construction, and infrastructure projects. AutoCAD, drafting and/or architectural courses required (limited number of positions available).
D05	ENGINEERING INTERN – works with engineers on designing buildings, infrastructure, and related projects. Engineering and/or advanced mathematics courses required (limited number of positions available).
D06	LIBRARY INTERN – assists in cataloging and shelving books, setting up displays and exhibits. Courses in library science preferred but not required (limited number of positions available).

IV. INTERNSHIP INFORMATION (To be completed by student)

In which borough would you prefer to work?		1 st choice:	2 nd choice:										
Review internship categories listed on the second page of the application; select four (4) choices in order of preference; and enter the respective codes below (e.g., A03, D02, etc.).													
1 st	2 nd	3 rd	4 th										
Which is more important in your placement?													
<input type="checkbox"/> Being placed in one of my job choices. <input type="checkbox"/> Convenience of location.													
Please indicate the hours available for work. We have very few positions with evening or weekend hours.													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
Please indicate software programs you know:													
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Windows XP / Vista / 7 <input type="checkbox"/> Other(s) _____													
Indicate languages you speak and read fluently:													
Indicate skills which may be useful in placing you:													
Extra-curricular activities/hobbies/sports:													
Future career plans:													
Please provide any additional information that would be helpful in selecting an assignment:													

V. PREVIOUS INTERNSHIP INFORMATION (To be completed by student)

Have you been a PSC intern before? Yes () No () If yes, when? _____	
Special Request - applies only to students who have previously worked as a PSC intern. Complete this section only if you wish to return to your previous assignment.	
Agency:	Center or unit:
Address of Center:	
Supervisor Name:	Phone #:

VI. STUDENT WORK EXPERIENCE (To be completed by student; please give a brief description of previous work and/or volunteer positions starting with the most recent, BUT YOU MUST ALSO SUBMIT A RESUME)

From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties

VII. STUDENT STATEMENT (To be completed by student)

Through an internship with the NYC Public Service Corps you will be providing important services to your community, while at the same time helping to build your own career opportunities. As precisely as possible, please indicate the type of internship experience you are seeking including specific workplace duties and functions. What do you hope to gain from your internship, and how do you think this will benefit your community?

VIII. PREVIOUS CITY EMPLOYMENT INFORMATION (To be completed by student)

Have you ever been employed by a New York City (NYC) agency?

No Yes If yes, when? _____

If yes, state last NYC agency employed by and date separated from employment

Agency: _____ Date: _____

VIII. VETERANS STATUS (OPTIONAL)

Check any that apply

Disabled Veteran

Other Protected Veteran

Recently Separated Veteran

Armed Forces Services Medal Veteran

X. STUDENT CERTIFICATION (To be completed by student)

I, the applicant, hereby certify that I am enrolled, or accepted for enrollment, as a student at the school named, and have been certified by said school for participation in the NYC Public Service Corps under the Federal Work-Study Program of said school. I understand that I will receive compensation in such amounts and under such terms as provided under the agreement between my school and the City of New York, a copy of which is available for inspection at the NYC Public Service Corps office.

I understand that any work performed in excess of the total earnings or hours or in contravention of the terms provided by the school in Section III and on my Intern Assignment Form will not be compensated either by the NYC Public Service Corps or my school, without prior written approval by the school.

As a NYC Public Service Corps intern, I understand that I am an employee of the City of New York, and will be expected to perform my assignment in a mature and responsible manner, and will comply with the requirements of the assignment and the instructions of my supervisor. I understand that I may be removed from my assignment and from the NYC Public Service Corps if I do not perform my work in a proper manner or otherwise do not comply with the regulations of the NYC Public Service Corps.

I, the applicant, hereby certify that I have completed this application completely, accurately, and to the best of my ability. I understand that I will be terminated from the NYC Public Service Corps should it be verified that I have intentionally provided false or misleading information. I further understand that I cannot begin work until I have received full clearance from the NYC Public Service Corps staff, which includes my returning the Intern Assignment Form with all required signatures.

Signature _____ Date _____

The David N. Dinkins Municipal Building
1 Centre Street, New York, NY 10007

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