

CITY OF DADE CITY

Student Internship Program

College / University Intern Application

Submit complete packet to: Human Resources Department | 38020 Meridian Ave, Dade City, FL 33525

Before You Submit — Required Documents Checklist

Your application packet is not complete until all of the following items are included. Incomplete packets will not be processed.

- ☐ Completed and signed College / University Intern Application (this form)
- ☐ Current resume
- ☐ Three (3) professional references — completed in Section 5 of this application
- ☐ Current official or unofficial college transcript demonstrating active enrollment
- ☐ Prior degree transcript(s) if a degree has previously been awarded
- ☐ Personal statement (see Section 4)
- ☐ Return via email to both: tdison@dadecityfl.com and mvanerven@dadecityfl.com

Note for Students Referred by Their Academic Institution

College students referred directly to the City by their academic institution or internship coordinator may have the professional references requirement waived at HR's discretion. Contact Human Resources prior to submitting your application if you believe this applies to you.

SECTION 1 — Applicant Information

Full Legal Name: _____

Date of Birth: _____ Age: _____

Home Address: _____

City: _____ State / ZIP: _____

Phone Number: _____ Email Address: _____

SECTION 2 — Academic Information**College / University Name:** _____**Campus Address:** _____

Current enrollment level:

☐ Freshman (1st Year)	☐ Sophomore (2nd Year)	☐ Junior (3rd Year)	☐ Senior (4th Year)	☐ Graduate Student	☐ Post- Graduate / Doctoral
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Degree Program: _____**Expected
Graduation
Date:** _____**Major / Concentration:** _____**Minor (if applicable):** _____**Current GPA:** _____**GPA Scale (e.g.,
4.0):** _____

Is this internship being pursued for academic credit?

☐ Yes	☐ No	☐ Undecided
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**If yes, name of academic department / program
coordinating credit:** _____**Academic Advisor or Internship Coordinator
Name & Email:** _____**SECTION 3 — Placement Preferences & Availability**

I am applying for: (select all that apply)

☐ City Department Placement	☐ Community Business Placement	☐ Either — no preference
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Field of study or career area relevant to this internship:

Describe the type of work or professional environment you are hoping to be placed in:

Compensation preference:

☐ Paid internship

☐ Unpaid / academic credit only

☐ Either

Preferred internship period:

☐ Summer

☐ Fall Semester

☐ Spring Semester

☐ Year-Round / Flexible

Earliest available start date:

Hours available per week:

Scheduling limitations or restrictions (classes, other employment, etc.):

SECTION 4 — Personal Statement

Describe what you hope to learn and achieve through this internship, how it connects to your field of study and professional goals, what relevant skills or experiences you bring, and why you are interested in the City of Dade City or a Dade City community business specifically. Minimum 200 words.

Personal Statement:**SECTION 5 — Professional References**

Provide three (3) professional references. References should be individuals who can speak to your professional abilities, work ethic, character, and readiness for an internship. Suitable references include current or former employers, supervisors, professors, faculty advisors, coaches, or community leaders.

Who qualifies as a professional reference?

Acceptable references include: current or former employers or supervisors, college or university professors or faculty advisors, internship or co-op coordinators, coaches, community organization leaders, or military officers.

References may not be family members or personal friends without a professional connection. HR may contact your references at any point during the application review process.

Reference 1

Name: _____	Title: _____
Organization: _____	Relationship: _____
Phone: _____	Email: _____

**Best way to
contact:**☐ Phone☐ Email**Reference 2****Name:** _____**Title:** _____**Organization:** _____**Relationship:** _____**Phone:** _____**Email:** _____**Best way to
contact:**☐ Phone☐ Email**Reference 3****Name:** _____**Title:** _____**Organization:** _____**Relationship:** _____**Phone:** _____**Email:** _____**Best way to
contact:**☐ Phone☐ Email

SECTION 6 — Relevant Work & Volunteer Experience

Briefly summarize any work, internship, volunteer, or extracurricular experience relevant to this application. You may also attach or reference your resume.

Relevant experience summary:**SECTION 7 — Applicant Certification & Signature**

By signing below, I certify that:

- All information provided in this application is true, accurate, and complete to the best of my knowledge.
- I understand that active enrollment in my college or university must be maintained throughout the entire internship period, and that I am required to notify the City of Dade City Human Resources Department immediately if my enrollment status changes.
- I understand that submission of this application does not guarantee placement in the internship program.
- I agree to comply with all City of Dade City workplace policies, rules, and procedures during the internship.
- I authorize the City of Dade City to verify my enrollment status and academic standing with my institution as needed throughout the application and internship period.
- I authorize the City of Dade City to contact the professional references listed in Section 5 of this application.

Applicant Signature

*Printed Name***Date:**

For HR Use Only — Do Not Write Below This Line

Date application received:

Reviewed by (HR staff name):

Application status: ☐ Complete ☐ Incomplete — items missing ☐ Referred to department

References waived by institutional referral? ☐ Yes ☐ No

Department / business partner referred to:

Notes:

Date application received:

Reviewed by (City Manager):

Application status: ☐ Complete ☐ Incomplete — items missing ☐ Referred to department

References waived by institutional referral? ☐ Yes ☐ No

Department / business partner referred to:

Notes: