Public Service Corps

Work-Study Internship Application

1 Centre Street, Room 2435, New York, NY 10007
212-669-3684 212-669-3633 (fax)
psc@dcas.nyc.gov
nyc.gov/psc

Department of Citywide Administrative Services

Edna Wells Handy
Commissioner

Maria DiPaola
Chief Human Capital Officer

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

CODE	INTERNSHIP CATEGORIES
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).

PLEASE SUBMIT RESUME WITH APPLICATION

I. PERSONAL INFORMATION (To be completed by student)

Name	Last Name		First Name		Middle Initial		Social Security # (Last 4 digits only)	
Mailing Address	Street		Apt.		Birthdate *Optional* (M/D/YYYY)			
	City		State		Zip Code		Primary Phone (area code + #)	
Personal Email	Personal Email				Cell Phone (area code + #)			
Student Email Issued by School	Student Email							
Emergency Contact Information	Last Name		First Name		Middle Initial		Relationship	
	Street Address		City		State		Zip Code	

Gender (Optional)	☐ Male ☐ Female	**Ethnicity/Race (Optional)**	☐ White (not of Hispanic origin) ☐ Black (not of Hispanic origin) ☐ Hispanic ☐ Other ☐ Asian or Pacific Islander ☐ American Indian or Native Alaskan Other Description _____

II. SCHOOL INFORMATION (To be completed by student)

Name of school presently attending _____

Degree Sought (e.g., A.A., B.A., B.S.) _____ Expected date of graduation (MM//YYYY) _____

Major _____ GPA (optional) _____

III. SCHOOL ACKNOWLEDGEMENT (To be completed by authorized representative)

I, the duly authorized Federal Work-Study Coordinator of the School named on this application, hereby authorize the employment of the above applicant by the NYC Public Service Corps (PSC) under the terms of the Agreement entered into between said School and the City of New York for the conduct of a work-study program under the Federal Work-Study Program. I hereby certify that said School will provide that portion of the applicant's compensation, as provided in said Agreement and as indicated below, and that the applicant has been informed of the obligations and limitations of his/her internship under the work-study program.

I understand that the student cannot begin to work until he/she has received an Intern Assignment Form from PSC.

TERMS OF INTERNSHIP

College Status: (Check one)	☐ Freshman ☐ Sophomore	☐ Junior ☐ Senior	☐ Graduate Student
Rate of pay/hour:	$ _____	$ _____	$ _____
Work-Study grant:	$ _____		

	Summer	Acad. Yr.
Maximum hours/week:	_____	_____
Work dates - - from:	_____	_____
to:	_____	_____

_____
(Print name of university, school , or law school)

_____
(Print name of authorized school representative)

_____
(Signature of authorized school representative)

_____ _____
(Phone #) (Fax #)

_____
(Email)

For PSC office use only:	***College Code:***	***Intern #:***

IV. INTERNSHIP INFORMATION (To be completed by student)

In which borough would you prefer to work?

1st choice:	
2nd choice:	

Review internship categories listed at the beginning of the application; select four (4) choices in order of preference; and enter the respective codes below (e.g., A03, D02, etc.).

1st choice: 2nd choice: 3rd choice: 4th choice:

Which is more important in your placement?

- ◯ Being placed in one of my job choices.
- ◯ 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:

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Microsoft Access
- ☐ Windows XP/Vista/7
- ☐ Others (please specify): _____

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, please select: ◯ Summer ◯ Academic Year Most recent year (YYYY):

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	Supervisor Phone (area code + #)

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 (MM/YYYY)	To (MM/YYYY)	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. 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 _____

IX. ADDITIONAL STUDENT PERSONAL INFORMATION
(REQUIRED - Must be completed by student)

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

   ◯ No

   ◯ Yes If yes, state last NYC agency employed by and date separated from employment below.

   AGENCY _____ DATE (M/D/YYYY) _____

2. Were you ever disciplined (i.e., suspended, demoted, reprimanded, fined, fired, terminated, discharged) in any position, by a New York City agency?

   ◯ No

   ◯ Yes If yes, state name of agency, date and circumstances of disciplinary action below.

3. List **ALL** your convictions and pending charges below. Use a separate sheet to list additional convictions, if necessary. You **MUST** list **EVERY** conviction. (Do **NOT** include traffic violations.) If you cannot recall all of your convictions, then you **MUST** indicate this below.

   NOTE: Offenses include felonies, misdemeanors and violations. A plea of guilty is a conviction even if you were never imprisoned, only paid a fine, were conditionally or unconditionally discharged or received a Certificate of Relief from Disabilities. You DO NOT have to disclose any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. You are not considered a youthful offender just because of your age at the time of the offense. Only a court can determine youthful offender status. (If you are unsure whether you were considered a youthful offender, list the offense (s) below and provide details on a separate sheet of paper. A conviction record or pending criminal charge will not necessarily disqualify you from the work-study internship for which you are applying.

   a) Have you ever been convicted of an offense anywhere? ◯ Yes ◯ No

   b) Are any criminal charges pending against you? ◯ Yes ◯ No

LIST ALL CONVICTIONS AND/OR PENDING CHARGES BELOW:

Arrest Date (M/D/YYYY)	Offense	Name & Location of Court	Sentence & Date of Sentence

I realize that a false statement or intentional omission of any material fact may cause me to be disqualified and may lead to termination from the internship. By signing below, I affirm that I have personally completed the three (3) questions above, and everything I have written within is, to the best of my knowledge and belief, true and complete.

_____

SIGNATURE DATE

Print Form