

Internship Application

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i By completing this attestation, you are indicating that you meet the eligibility requirements to participate in the New New York Leaders: Student Intern Program.

Attestation (all fields are required)

Are you a US Citizen or foreign national eligible to work in the United States?
 Yes No

Are you a New York State resident or attending a New York State college, university, or graduate program?
 Yes No

Are you at least 18 years of age?
 Yes No

Have you completed at least 1 year of college?
 Yes No

Is your GPA at least 2.5? If your school does not use a GPA, would your grade be equivalent to a B minus/C plus?
 Yes No

Save or Cancel

Figure 1: Tell us that you meet the qualifications

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Step 1: Contact Info Step 2: Academics Step 3: Preferences Step 4: Activities Step 5: Upload Step 6: Summary

i Your application is not complete until you upload your résumé and writing sample on the Upload step.

Personal Information

Last Name (required) First Name (required) Middle Initial
Smith Jane

Street (required)
1 Main St

City (required) State (required) ZIP (required)
Albany NY 12345

Main Phone (required)
5181234567 (999999999)

E-Mail (required)
JSmith@gmail.com

Save or Cancel

Figure 2: Give us your contact information

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Your application is not complete until you upload your resume and writing sample on the Upload step.

Degree in Progress (all fields are required)

College Name: [Select College] Concentration: Information Technology
(Select the concentration that most closely reflects your intended degree.)

Is this a dual major? [Select One] Concentration: [Select One]
(If a dual major, select the concentration that most closely reflects your intended degree.)

Standing: [Select] Degree: Bachelor's Did your institution use GPA? [Yes] Latest GPA: 4.00
(If your institution used GPA, enter your latest GPA here.)

Degree Completed (if you choose to fill out this section, all fields are required)

College Name: [Select College] Concentration: [Select One]
(Select the concentration that most closely reflects your intended degree.)

Is this a dual major? [Select One] Concentration: [Select One]
(If a dual major, select the concentration that most closely reflects your intended degree.)

Degree: [Select One] Did your institution use GPA? [Select One] Final GPA: [Text]
(If your institution used GPA, enter your final GPA here.)

Save or **Cancel**

Figure 3: Tell us about your education

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Your application was successfully submitted on an earlier date.

To assist us with compiling statistical bio-data, please consider filling out this optional Bio-Data Questionnaire. Responses to this questionnaire will not be shared with any agencies.

Occupational Interests (select at least one)

| | | |
|--|--|---|
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Engineering | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Environmental Conservation | <input type="checkbox"/> Labor Management |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Legal Specialist |
| <input type="checkbox"/> Auto/Truck | <input type="checkbox"/> Gaming and Wagering | <input type="checkbox"/> Planning/Statistics/Research |
| <input type="checkbox"/> Client Services | <input type="checkbox"/> Health Services | <input type="checkbox"/> Policy Enforcement |
| <input type="checkbox"/> Communications/Public Relations | <input type="checkbox"/> Health/Educational Services | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Contract Management | <input type="checkbox"/> Homeland Security | <input type="checkbox"/> Scientific Research |
| <input type="checkbox"/> Criminal Justice/Corrections | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Human Services | |
| <input type="checkbox"/> Education | <input checked="" type="checkbox"/> Information Technology | |

Work Availability (both fields are required)

Hours per week: [11-15] Credit: [1/2]

(If you plan to receive college credit for your internship.)

Location Availability

| | | |
|--------------------------------------|---|-------------------------------------|
| Western New York | Thousand Islands | Mid Hudson Valley |
| <input type="checkbox"/> Allegany | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Columbia |
| <input type="checkbox"/> Cattaraugus | <input type="checkbox"/> Oswego | <input type="checkbox"/> Dutchess |
| <input type="checkbox"/> Chautauque | <input type="checkbox"/> St Lawrence | |
| <input type="checkbox"/> Erie | New York City | Finger Lakes |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Bronx | <input type="checkbox"/> Cayuga |
| <input type="checkbox"/> Herkimer | <input type="checkbox"/> Kings (Brooklyn) | <input type="checkbox"/> Chemung |
| <input type="checkbox"/> Livingston | <input type="checkbox"/> New York (Manhattan) | <input type="checkbox"/> Cortland |
| <input type="checkbox"/> Madison | <input type="checkbox"/> Queens | <input type="checkbox"/> Livingston |
| <input type="checkbox"/> Montgomery | <input type="checkbox"/> Richmond | <input type="checkbox"/> Monroe |
| <input type="checkbox"/> Otsego | Long Island | <input type="checkbox"/> Seneca |
| <input type="checkbox"/> Schoharie | <input type="checkbox"/> Nassau | <input type="checkbox"/> Sullivan |
| <input type="checkbox"/> Warren | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Tioga |
| | | <input type="checkbox"/> Tompkins |
| Adirondack | Lower Hudson Valley | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Orange | <input type="checkbox"/> Yates |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Putnam | |
| <input type="checkbox"/> Franklin | <input type="checkbox"/> Rockland | Catskill |
| <input type="checkbox"/> Fulton | <input type="checkbox"/> Westchester | <input type="checkbox"/> Delaware |
| <input type="checkbox"/> Hamilton | | <input type="checkbox"/> Greene |
| <input type="checkbox"/> Herkimer | Central New York | <input type="checkbox"/> Sullivan |
| <input type="checkbox"/> Lewis | <input type="checkbox"/> Broome | <input type="checkbox"/> Ulster |
| <input type="checkbox"/> Madison | <input type="checkbox"/> Chenango | |
| | <input type="checkbox"/> Madison | |
| | <input type="checkbox"/> Montgomery | |
| | <input type="checkbox"/> Oneida | |
| | <input type="checkbox"/> Otsego | |
| | <input type="checkbox"/> Schoharie | |

Save or **Cancel**

Figure 4: Tell us about your interests and availability

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Step 1: Contact Info | Step 2: Academics | Step 3: Preferences | **Step 4: Activities** | Step 5: Upload | Step 6: Summary

3 Your application was successfully submitted on 07/20/2012. If you wish, you may continue to update your application until 08/03/2012.

1 To assist us with compiling statistical bio-data, please consider filling out this optional **Bio-Data Questionnaire**. Responses to this questionnaire will not be shared with any agencies.

Please select your primary extracurricular, volunteer, and/or work activities. You may enter up to 3.

Activity- 1 (if you choose to fill out this section, all but the description field are required)

| Activity | Hours per Week | Weeks per Year | When did you participate? |
|-------------------|----------------|----------------|--|
| Community Service | 01.00 | 18.00 | <input checked="" type="checkbox"/> School Year <input type="checkbox"/> School Break |

Did you serve in a leadership role?
Yes If yes, please include description below.

Briefly describe any leadership roles, positions held, honors won, letters earned, etc. in this activity.
helped prepare and serve dinners at a soup kitchen

33/3000 characters.

Activity- 2 (if you choose to fill out this section, all but the description field are required)

| Activity | Hours per Week | Weeks per Year | When did you participate? |
|----------|----------------|----------------|--|
| Other | 02.00 | 18.00 | <input checked="" type="checkbox"/> School Year <input type="checkbox"/> School Break |

Did you serve in a leadership role?
Yes If yes, please include description below.

Briefly describe any leadership roles, positions held, honors won, letters earned, etc. in this activity.
I was captain of the field hockey team

39/3000 characters.

Activity- 3 (if you choose to fill out this section, all but the description field are required)

| Activity | Hours per Week | Weeks per Year | When did you participate? |
|------------------------|----------------|----------------|--|
| Journalism/Publication | 04.00 | 18.00 | <input checked="" type="checkbox"/> School Year <input type="checkbox"/> School Break |

Did you serve in a leadership role?
Yes If yes, please include description below.

Briefly describe any leadership roles, positions held, honors won, letters earned, etc. in this activity.
I was editor of the school newspaper. I supervised a staff of 10 students, handing out assignments and ensuring that they were completed on time.

146/3000 characters.

Save my responses or I choose to not fill out this page

Figure 5: List some activities in which you participated (optional)

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1 Your application is not complete until you upload your résumé and writing sample on the Upload step.

Upload Your Documents

Document Type
- Select One -

The Writing Sample should be 2-3 pages and illustrate your writing and analytical skills.

Select a File to Upload
Browse Upload

File type accepted: doc, docx, pdf, xls, and ppt

Figure 6: Upload documents (Resume is required. A writing sample and a letter of recommendation may also be uploaded, but are not required. A writing sample should be 2-3 pages long and illustrate your writing and analytical skills.)

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Step 1: Contact Info → Step 2: Academic → Step 3: Preferences → Step 4: Activities → Step 5: Upload → **Step 6: Summary**

1 Your application was successfully submitted on 07/20/2012. If you wish, you may continue to update your application until 08/05/2012.

2 To assist us with compiling statistical bio-data, please consider filling out this optional [Bio-Data Questionnaire](#). Responses to this questionnaire will not be shared with any agencies.

[Print-Friendly Version](#)

Student Intern Application Summary - FALL 2012 Application Period

| | |
|-----------------------------|--|
| Contact Information | <p>Jane Smith 1 Main Street Albany, NY 12245</p> <p>Phone: (518) 123-4567 Email: jsmith@gmail.com</p> |
| Academic Information | <p>Sienna College Standing: Senior Degree: Bachelor's GPA: 4.00 Concentration: Information Technology</p> |
| Employment Interest | Information Technology |
| Work Availability | Hours per Week: 10 - 15 Is this internship for College Credit? Yes |
| County Availability | Albany, Rensselaer, Saratoga, Schoenectady |
| Activities | <p>Community Service Hours per Week: 01.00 Weeks per Year: 10.00 When Participated: School Year Leadership: No Comments: I helped prepare and serve diners at a soup kitchen.</p> <p>Athletic Hours per Week: 10.00 Weeks per Year: 10.00 When Participated: School Year Leadership: Yes Comments: I was captain of the field hockey team.</p> <p>Journalism/Publication Hours per Week: 04.00 Weeks per Year: 10.00 When Participated: School Year Leadership: Yes Comments: I was editor of the school newspaper. I supervised a staff of 10 students, handing out assignments and ensuring that they were completed on time.</p> |

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Figure 7: View a printable summary of your application