



Department of Citywide Administrative Services

Public Service Corps Work-Study Internship Application



Martha K. Hirst
Commissioner

James G. Hein
Deputy Commissioner

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The Official New York City Web Site
www.nyc.gov



Printed on paper containing 30% post-consumer material

Please print legibly and attach resume

I. PERSONAL INFORMATION (To be completed by student)

Name	Last	First	Middle Initial	Social Security #
	Street			Apt. #
Mailing address	City			State
	Zip code			Birthdate (Optional)
Email address	City			(Area code) Home Phone #
	State			(Area code) Cell Phone #
Emergency contact	Last			Relationship
	First			(Area code) Phone #
Emergency contact	Middle			
	Street			City & State
Gender (Optional)	Zip code			
	[] Male [] Female			
Ethnicity/Race (Optional)	[] White (not of Hispanic origin) [] Black (not of Hispanic origin) [] Hispanic			
	[] Asian or Pacific Islander [] American Indian or Alaskan Native			

II. SCHOOL INFORMATION (To be completed by student)

Name of college presently attending _____
Check one: () Freshman () Sophomore () Junior () Senior () Graduate Student
College degree sought (e.g., A.A., B.S.) _____ Expected date of graduation _____
Major _____ GPA (optional) _____

III. SCHOOL CERTIFICATION (To be completed by authorized school representative)

I, the duly authorized Federal Work-Study Coordinator of the Institution named on this application, hereby authorize the employment of the above applicant by the Public Service Corps (PSC) under the terms of the Agreement entered into between said Institution 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 Institution 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)	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior <input type="checkbox"/> Senior	<input type="checkbox"/> Graduate Student
Rate of pay/hour:	\$ _____	\$ _____	\$ _____
Work-Study grant:	\$ _____		
	Summer	Acad. Yr.	
Maximum hours/week:	_____	_____	
Work dates --- from:	_____	_____	
to:	_____	_____	
_____			(Signature of authorized school representative)
_____			(Date)
_____			(Print name of authorized school representative)
_____			(Print name of university, college, or law school)
_____		(Phone #)	(Fax #)

For Public Service Corps office use only →	Intern #:	College code:
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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)

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 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 institution named, and have been certified by said institution for participation in the Public Service Corps under the Federal Work-Study Program of said institution. I understand that I will receive compensation in such amounts and under such terms as provided under the agreement between my college and the City of New York, a copy of which is available for inspection at the Public Service Corps office. I understand that any work performed in excess of the total earnings or hours or in contravention of the terms listed above and on my Intern Assignment Form will not be compensated either by the Public Service Corps or my institution, without prior written approval by the institution.

I understand that I cannot begin work until I have received my Public Service Corps Intern Assignment Form and have obtained all required signatures.

As a 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 Public Service Corps if I do not perform my work in a proper manner or otherwise do not comply with the regulations of the 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 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 Public Service Corps staff, which includes my returning the Intern Assignment Form.

Signature _____ Date _____

IX. ADDITIONAL STUDENT PERSONAL INFORMATION (To 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.

_____ AGENCY _____ DATE

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 circumstance of disciplinary action.

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	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

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

<u>CODE</u>	<u>JOB CATEGORIES</u>
A01	RESEARCH AIDE - 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 AIDE - types, files, answers phones and performs other clerical related functions.
A03	ACCOUNTING AIDE - examines books and records of financial operations; may include payroll and auditing functions. Knowledge of business math and accounting preferred.
A04	PERSONNEL ASSISTANT - assists a human resources department 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 performing legal research, report writing, acting as court liaison, and other related activities. Please specify area of preference (e.g., criminal, community, labor relations, etc.).
A08	ADMINISTRATIVE AIDE - 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	TEACHING ASSISTANT - aids teachers in working with children, youths or adults in day care, high school equivalency or other tutorial programs. Education courses preferred.
B04	CASEWORKER ASSISTANT - assists interviewing and counseling individuals, maintaining records in hospitals or other social service settings. Field work often involved (limited number of positions available).
B08	SOCIAL WORKER ASSISTANT (MSW) - for graduate social work students only. Works under the supervision of a certified social worker. May entail psychological intake interviews and evaluations, group counseling and psychotherapy, and social service case management. Assignments vary according to the nature of the agency.
C02	GRAPHIC ARTS AIDE - assists in design, layout, photography, and other related technical areas. Specific skills, experience or related course work require (limited number of positions available).
C03	JOURNALISM/PUBLIC INFORMATION AIDE - works on city publications, agency newsletters, press releases, etc. Some experience or related course work preferred (limited number of positions available).
D02	HOSPITAL STAFF AIDE - works with medical records, x-ray technology and assists in nursing procedures. Jobs 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	DATA PROCESSING AND COMPUTER AIDE - works on projects and operations utilizing data processing equipment and advanced software procedures. Data processing, computer science courses and/or work experience required.
D04	ARCHITECTURE AND DRAFTING AIDE - works on design, research, and operational projects relating to architectural design, building construction, and infrastructure projects. Drafting and/or architectural courses required. Indicate specialty (limited number of positions available).
D05	ENGINEERING AIDE - works with engineers on designing buildings, infrastructure, and related projects. Engineering and or advanced mathematics courses required. Indicate specialty (limited number of positions available).
D06	LIBRARY AIDE - assists in cataloging and shelving books, setting up displays and exhibits, and public information activities. Courses in library science preferred (limited number of positions available).