



Berks Nature

Application for Internship/Fellowship

Please submit with cover note and application to info@berksnature.org

Position desired:

Internship (requires 16 years of age or older. These positions are generally unpaid)

Fellow (Requires 18-26 years of age)

Name: _____
(Last) (First) (Middle Initial)

Address: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Best time to call: _____ Email: _____

Are you at least 16 years of age? ___ Yes ___ No

Are you a U.S. Citizen or legally authorized to work in the United States? ___ Yes ___ No

Have you applied for employment at Berks Nature before? ___ Yes ___ No

Have you previously been employed by Berks Nature? ___ Yes ___ No

If yes, enter date(s) employed. _____

EDUCATION

High School: _____ College/University: _____

City: _____ State: _____ City: _____ State: _____

Grade Completed: _____ Number of Years Completed: _____

H.S. Diploma or Equivalency: Major: _____

___ Yes ___ No Degree Earned: _____

Other Training or Degrees Earned: _____

School: _____ City: _____ State: _____

Course: _____ Degree or Certificate Earned: _____ Other

Certifications: _____

EMPLOYMENT

Please list all work experience, starting with your present or most recent position:



Employer 1: (most recent) _____

Dates employed (mm/yy) from ____/____ to ____/____

Address: _____

Job Title: _____ Description of Job Duties: _____

Supervisor: _____ Phone: () _____

Reason for leaving or seeking employment: _____

Employer 2: _____

Dates employed (mm/yy) from ____/____ to ____/____

Address: _____

Job Title: _____ Description of Job Duties: _____

Supervisor: _____ Phone: () _____

Reason for leaving or seeking employment: _____

Employer 3: _____

Dates employed (mm/yy) from ____/____ to ____/____

Address: _____

Job Title: _____ Description of Job Duties: _____

Supervisor: _____ Phone: () _____

Reason for leaving or seeking employment: _____

SKILLS/QUALIFICATIONS



Do you possess a valid driver's license? ___ Yes ___ No If yes, what state: ___

Do you have a valid PA Criminal Record Clearance Certificate? ___ Yes ___ No

If No, are you willing to apply for a PA Criminal Record Clearance ___ Yes ___

No

Do you have a valid PA Child Abuse Clearance Certificate? ___ Yes ___ No

If No, are you willing to apply for a PA Child Abuse Clearance? ___ Yes ___ No

Describe any special training or acquired skills which you feel would qualify you for this position:

When are you available to start? _____

What hours are you available to work? _____

What are your goals for an internship with Berks Nature? What would you like to learn? How can you contribute?

REFERENCES

May we contact your present employer for a reference? _____ Yes _____ No

May we contact your previous employer for a reference? _____ Yes _____ No

Have you ever been involuntarily discharged or fired? _____ Yes _____ No

If yes, please explain: _____

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain: _____

Have you ever been convicted of a crime against a child? _____ Yes _____ No

If yes, please explain: _____

Give at least three references, two of whom are familiar with your work record.

1. Name: _____ Occupation: _____

Address: _____

Phone: () _____ Years Acquainted: _____

Describe Relationship: _____

REFERENCES continued



2. Name: _____ Occupation: _____

Address: _____

Phone: () _____ Years Acquainted: _____

Describe Relationship: _____

3. Name: _____ Occupation: _____

Address: _____

Phone: () _____ Years Acquainted: _____

Describe Relationship: _____

I hereby verify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. In addition, if accepted for employment, I hereby agree to abide by all the rules, regulations and policies of my employer and understand that Berks Nature reserves the right to terminate employment if my performance is unsatisfactory.

I authorize all persons, schools, employers, law enforcement agencies and other organizations to provide Berks Nature with any relevant information that may be required to arrive at my employment decision.

I understand that if appointed, this application will become part of my permanent file.

Applicant's Signature: _____ Date: _____

BERKS NATURE USE:

Date application received _____

Interview ___ Yes ___ No

References checked ___ Yes ___ No

Letter sent ___ Yes ___ No

Clearances received

State Police Check ___ Yes ___ No

Child Abuse Clearance ___ Yes ___ No

FBI Fingerprint clearance ___ Yes ___ No

Berks Nature is an Equal Opportunity /Affirmative Action employer who considers qualified applicants for all positions without regard to race, color, religion, sex, national origin, citizenship, ancestry, age, physical or mental disability, status as a disabled, Vietnam era veteran, or any other protected characteristic.