

# Mercer County Student Internship Application



Mercer County Office of Personnel  
 McDade Administration Building  
 640 South Broad Street, PO Box 8068, Trenton, NJ 08650  
<http://www.mercercounty.org/>  
 Phone (609) 989-6676 Fax (609) 989-6535

Dan Benson  
 County Executive

<b>STUDENT INFORMATION</b>	<b>SOCIAL SECURITY NO:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Last Name:	First Name:	Middle Initial:
Home Address:	City:	State: Zip:
Home Telephone:	Cell Telephone:	E-Mail Address:
Emergency Contact:	Emergency Contact Number:	Relationship to Emergency Contact:
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Issuing State:	Driver's License Number:

<b>TYPE OF INTERNSHIP</b>	<b>TYPE OF INTERNSHIP</b>
<input type="checkbox"/> PAID INTERNSHIP	<input type="checkbox"/> Summer: May—Sept <input type="checkbox"/> Winter: Dec—Jan
<input type="checkbox"/> UNPAID INTERNSHIP	<input type="checkbox"/> Spring: Jan—May (Unpaid) <input type="checkbox"/> Fall : Sep-Dec (Unpaid)

<b>EDUCATION</b>
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Name of High School:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Community College:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Undergraduate School:	City/State:	Major/Degree Sought:	Class: <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	Graduation Date:	GPA:
Name of Graduate School:	City/State:	Major/Degree Sought:	Class:	Graduation Date:	GPA:

<b>PREVIOUS INTERNSHIP</b>
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Have you interned with us in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates & department (s):
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<b>REFERRAL</b>
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How did you hear about us? (check all that apply)

County Website     Social Media (Facebook, Twitter, etc)     Employee: \_\_\_\_\_

Advertisement     NJ Civil Service Commission     Other: \_\_\_\_\_

**EMPLOYMENT HISTORY**

1. Employer Name:	Address:	Phone Number:
Job Title	Duties/Responsibilities:	
Date of Employment:	Reason for Leaving:	
2. Employer Name:	Address:	Phone Number:
Job Title	Duties/Responsibilities:	
Date of Employment:	Reason for Leaving:	

**EXTRA CURRICULAR ACTIVITIES**

List any academic and extracurricular clubs, organizations, professional societies, honor societies, etc:

**SKILLS (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Typing (How many words per minute? <input type="text"/> )	<input type="checkbox"/> Multilingual:	1. Language <input type="text"/>	<input type="checkbox"/> Write	<input type="checkbox"/> Read
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft PowerPoint	<input type="text"/>	<input type="checkbox"/> Write	<input type="checkbox"/> Read
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other skills	<input type="text"/>	
<input type="checkbox"/> Web Design	<input type="checkbox"/> Accounting	not listed:		

**CAREER GOALS**

Briefly list what your future career goals are:

**AVAILABILITY**

Our normal business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. with the exception of the Department of Transportation, Park Commission and the Library, whose hours may vary. Full-time student interns typically work 35-hours a week.

Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	If Part Time, please specify availability:	If needed, could you work weekends? <input type="checkbox"/>
Date you are available to begin your internship:		Date your internship will end:	

**WORK LOCATION**

- **ON THE NEXT PAGE**, Select **three (3)** locations with "1" being your first choice, "2" being your second choice, and "3" being your third choice.
- **Placement is not guaranteed.** It is possible that one or more of the departments you chose may not be accepting interns or the open spots have already been filled. If this is the case, you may be placed in the next available department. If you do not wish to work in any other location other than your top (3) choices, please specify on the next page.

**WORK LOCATIONS:** Select **three (3)** locations with “1” being your first choice, “2” being your second choice, and “3” being your third choice.

ADMINISTRATION		
Buildings & Grounds (Maintenance)		640 S. Broad St., Trenton*
Clerk to the Board		640 S. Broad St., Trenton
Chief of Staff		640 S. Broad St., Trenton
County Administrator’s Office		640 S. Broad St., Trenton
County Connection		957 Rt. 33, Hamilton
County Counsel/Legal		640 S. Broad St., Trenton
County Executive’s Office		640 S. Broad St., Trenton
Office of Information Technology		640 S. Broad St., Trenton
Public Information Office		640 S. Broad St., Trenton
Records Management		640 S. Broad St., Trenton
Veteran Services		2280 Hamilton Ave, Hamilton
Weights & Measures		640 S. Broad St, Trenton

BOARDS & AUTHORITIES		
Board of Elections		930 Spruce St. Lawrence
Supt. of Elections		640 S. Broad St., Trenton
Supt. Of Schools		1075 Old Trenton Rd., W. Windsor

CONSTITUTIONAL OFFICES		
County Clerk		209 S. Broad St., Trenton
Sheriff’s Office		640 S. Broad St., Trenton*

CORRECTION CENTER		
Program Services		1750 River Rd., Lambertville
Records Office		1750 River Rd., Lambertville
Training Office		1750 River Rd., Lambertville

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE		
Airport, Administrative Offices		340 Scotch Rd., Suite 200, Ewing
Airport, Operations		340 Scotch Rd., Suite 200, Ewing
Airport, Maintenance		340 Scotch Rd., Suite 200, Ewing
DOT&I, Directors Office		640 S. Broad St., Trenton
Engineering		640 S. Broad St., Trenton
Highway, Administrative Offices		300 Scotch Road, Bldg. 1, Ewing
Highway, Maintenance		300 Scotch Road, Bldg. 1, Ewing
Highway, Mosquito Control		300 Scotch Road, Bldg. 1, Ewing

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE		
Airport, Administrative Offices		340 Scotch Rd., Suite 200, Ewing
Airport, Operations		340 Scotch Rd., Suite 200, Ewing
Airport, Maintenance		340 Scotch Rd., Suite 200, Ewing
DOT&I, Directors Office		640 S. Broad St., Trenton
Engineering		640 S. Broad St., Trenton
Highway, Administrative Offices		300 Scotch Road, Bldg. 1, Ewing
Highway, Maintenance		300 Scotch Road, Bldg. 1, Ewing
Highway, Mosquito Control		300 Scotch Road, Bldg. 1, Ewing

ECONOMIC DEVELOPMENT & SUSTAINABILITY		
Economic Opportunity		640 S. Broad St., Trenton
Housing		640 S. Broad St., Trenton
Culture & Heritage		640 S. Broad St., Trenton
One Stop Career Center		26 Yard Ave., Trenton

**PROSECUTOR’S OFFICE INTERNS ONLY (READ CAREFULLY)**

Students interested in applying for an internship position with the MCPO must forward their application, cover letter, resume and a writing sample directly to: **Prosecutor Angelo Onofri at 209 South Broad Street, P.O. Box 08650, Trenton, NJ 08650.** Please check the website for deadlines.

**PLEASE CHECK ONE:**

By checking this box, I understand that if my top three (3) choices are not available, I agree to be placed in the next available vacancy.

HUMAN RESOURCES		
Human Resources		640 S. Broad St., Trenton
Insurance & Property Mgmt.		640 S. Broad St., Trenton
HUMAN SERVICES		
Human Services, various agencies		640 S. Broad St., Trenton
Nutrition		640 S. Broad St., Trenton
Public Health		640 S. Broad St., Trenton
LIBRARY		
Lawrence Branch		2751 Brunswick Pike, Lawrenceville
Ewing Branch		61 Scotch Road, Ewing
Hickory Corner Branch		138 Hickory Corner Rd., East Windsor
Hopewell Branch		245 Penn-Titusville Rd., Pennington
West Windsor Branch		333 N Post Rd., Princeton Junction
PARK COMMISSION		
Capital City Urban Farm		301 N. Clinton Ave, Trenton
Howell Living History Farm		70 Woodens Lane, Lambertville
Hopewell Valley Golf Course, Clubhouse		114 Penn-Hopewell Rd., Hopewell
Hopewell Valley Golf Course, Golf Crew		114 Penn- Hopewell Rd., Hopewell
Hopewell Valley Golf Course, Maintenance		114 Penn- Hopewell Rd., Hopewell
Mercer County Stables/Equestrian Center		431 B Federal City Rd., Pennington
Mercer County Park, Maintenance		1638 Old Trenton Rd., W. Windsor
Mercer Oaks Golf Course, Clubhouse		725 Village Rd., W. Windsor
Mercer Oaks Golf Course, Golf Crew		725 Village Rd., W. Windsor
Mercer Oaks Golf Course, Maintenance		725 Village Rd., W. Windsor
Mountain View Golf Course, Clubhouse		890 Bear Tavern Rd., Ewing
Mountain View Golf Course, Golf Crew		890 Bear Tavern Rd., Ewing
Mountain View Golf Course, Maintenance		890 Bear Tavern Rd., Ewing
Park Rangers		1638 Old Trenton Rd., W. Windsor
Princeton Country Club, Clubhouse		1 Wheeler Way, Princeton
Princeton Country Club, Golf Crew		1 Wheeler Way, Princeton
Princeton Country Club, Maintenance		1 Wheeler Way, Princeton
Recreation & Events		1638 Old Trenton Rd., W. Windsor
Stewardship Department, Hunt Barn		197 Blackwell Rd., Pennington
Tulpehaking Nature Center		157 Westcott Ave., Trenton
Wildlife Center		1748 River Rd., Hopewell
PLANNING		
Planning		640 S. Broad St., Trenton
Rutgers Cooperative Extension Svs.		930 Spruce St. Lawrenceville
TREASURER S OFFICE		
Accounts Payable		640 S. Broad St., Trenton
Pension Office		640 S. Broad St., Trenton
Payroll		640 S. Broad St., Trenton
Purchasing		640 S. Broad St., Trenton
Finance		640 S. Broad St., Trenton

\* These departments also have offices at the the following locations: 175 S. Broad Street, Trenton and 209 S. Broad Street, Trenton

**BACKGROUND CHECKS**

The County of Mercer performs background checks on **all prospective student interns over the age of 18**. A conviction will not automatically disqualify you from consideration for the position. Whether a conviction will disqualify an applicant depends on (1) the nature and gravity of the offense, (2) the nature of the job being sought, and (3) the length of time since the conviction and/or completion of the sentence. **Any false statement or omission will disqualify you from employment.**

**SUBSTANCE ABUSE POLICY**

The County of Mercer requires all offers of employment extended to applicants be conditioned on the applicant’s ability to pass a pre-employment examination, which includes a drug screen.

This shall also apply to transfer employees, former employees returning to County service via appeals, re-employment lists, and interim or temporary employees. Failure to pass pre-employment screening will results in withdrawal of a conditional offer of employment.

Refusal to sign the appropriate release and consent forms for testing or failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment. If an applicant has any questions regarding this Policy, additional information may be requested from the County of Mercer Personnel Department.

**STUDENT APPLICANT SIGNATURE**

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW.**

- I certify that all of the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for disqualification for employment or if hired, termination.
- I understand that failure to submit a COMPLETE application may result in my application being rejected.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- **I hereby authorize the County of Mercer to contact any of the persons or organizations referenced in this application. I authorize to give the County of Mercer all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE (if student is under 18 years of age)

\_\_\_\_\_  
DATE