

Northampton County Government

Human Resources
P.O. Box 367
Jackson, NC 27845
Phone: 252-512-6236
Fax: 252-879-8108



INTERNSHIP PROGRAM

Program: The Summer and Regular Internship programs with Northampton County Government, is a program that provides students and adults with a unique opportunity to learn how local government departments and agencies operate. Students will also gain professional experience in their assigned county department, develop a comprehensive perspective on the mission and vision of Northampton County, and opportunities for networking and professional development.

Mission: To provide our citizens with on-the-job training and professional development to prepare them for the workforce or to re-enter the workforce.

Requirements:

- Northampton, Halifax Hertford, Bertie, or Warren County Resident
- Subject to Criminal Background Check
- Subject to Drug/Alcohol Testing

How to Apply:

The attached application must be completed and submitted along with additional supporting documents outlined below:

- Letter of Interest and Resume
- Two References
- College Transcripts

Send the documents outlined above to craig.ellison@nhcnc.net or mail the packet to the following address:

Northampton County Local Government
Attn: Craig Ellison
PO Box 636
Jackson, NC 27845

Application materials must be received by 5 p.m. on the application deadline date for consideration.



Northampton County Government Internship Program

APPLICANT INFORMATION

First Name	Middle Initial	Last Name
Current Street Address		
City	State	Zip
Are you authorized to work in the United States of America?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state the type of offense, date, location and explanation		

NOTE: A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from internship employment consideration or may result in dismissal if you have been hired.

EDUCATION

Name of High School/ Area of Study	City, State
Current Classification (please circle one) Freshman Sophomore Junior Senior	Graduation Date
Undergraduate Study Name of College/University	City, State
Degree seeking/received	
Major	Minor
Dates attended	GPA
Current Classification (please circle one) Freshman Sophomore Junior Senior	Graduation Date
Graduate Study Name of College/University	City, State
Degree seeking/received	
Major	Minor
Dates attended	GPA
Graduation Date	

INTERNSHIP EXPERIENCE

Will you receive college credits if offered this internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Numbers of hours available per week		
Please list the days you are available per week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
In order of preference, please list up to three departments that you would like to apply for	1.	
	2.	
	3.	



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Certification of Application Information

I certify that the information provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me on this application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold Northampton County, its officials and employees harmless in that event.

Authorization to Obtain Information

I authorize Northampton County to perform a background investigation in connection with my application for an internship. This investigation may include information as to my criminal history, credit report, schools attended, Division of Motor Vehicles records, present/past employers, professional references, military records and other appropriate sources.

I authorize release of any information that Northampton County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered an internship, it will be contingent upon a successful drug test and/or criminal background investigation.

Signature of applicant	Date
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