



# 2021 Summer in the City Internship Program

The City of Knoxville is pleased to offer the Summer Internship Program for summer 2021. Our summer internship program will provide selected candidates with a paid internship in different departments within the City of Knoxville.

## **Program Summary:**

Duration of Program:	8 weeks
Number of Hours Per Week	30 Hours
Start Date for Program	Tuesday, June 1, 2021
End Date of Program	Friday, July 23, 2021
Outcome to the Program	This internship will offer necessary work experience, job skills, work-related soft skills (e.g. communication, time management, conflict resolution), and service learning opportunities.

## **Please Return Complete Applications to the Following Address:**

The City of Knoxville  
Summer in the City Internship Program  
400 Main St., Suite 564  
Knoxville, TN 37902

Or

Submit Applications on-line at: <https://knoxvilletn.gov/sic>

## **For Questions or For More Information Contact:**

Kathy Mack Phone: (865) 215-3524 Email: [kmack@knoxvilletn.gov](mailto:kmack@knoxvilletn.gov)

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**All applications must be received no later than May 7, 2021.**

## Personal Information:

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
First Name Middle Name Last Name

Social Security# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License/ID #: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apartment # City State Zip

Phone#: \_\_\_\_\_ Alternate#: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Demographics:

Ethnicity:

- African American     Hispanic/Latino     Asian Pacific     Caucasian  
 Other

Gender:

- Male     Female

## Departments

Please check the departments in which you are interested in working.

***(Please select all that apply)***

- |  |  |
|--|--|
| <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Parks & Recreation  |
| <input type="checkbox"/> Sustainability    | <input type="checkbox"/> Fire Department     |
| <input type="checkbox"/> Communications    | <input type="checkbox"/> Information Systems |
| <input type="checkbox"/> Fleet             | <input type="checkbox"/> Human Resources     |
| <input type="checkbox"/> Engineering       | <input type="checkbox"/> Police Department   |
| <input type="checkbox"/> Knox Planning     | <input type="checkbox"/> Public Service      |

**Education/Community Involvement:**

**Name of High School:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**High School Class (as of Spring 2021):**  Freshman  Sophomore  Junior

**GPA :** \_\_\_\_\_  
Senior

**Do you participate in groups or activities either in your High School or your community:**  
 Yes  No

If yes, please list those groups or activities:

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**Do you volunteer either in your High School or your community?**  Yes  No

If yes, please list those volunteer activities you participate in:

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**Additional Information:**

Please provide any additional information you would like us to know about interests, skills, or hobbies.

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**You must submit 2 letters of recommendation with your application.** These recommendation letters should come from someone (other than your parents) who can attest to your work ethic, your academic accomplishments, your involvement in the community, and your career ambitions. You must submit the letters of recommendation with your application.

**You must submit an official transcript with your application.** The transcript allows us to verify your GPA.