



Conservation
Ambassadors
ZooToYou

www.conservationambassadors.org
(888) ECOTUDE
(805) 391-0604
(805) 237-7778 (fax)

Internship Application

Please complete the following application using BLACK ink. Email your completed application along with your resume and cover letter to the Volunteer & Internship Coordinator at megan@zootoyou.org by no later than 12:00PM PST on the application deadline. Please refer to our internship handbook for information on application deadlines.

Part A. Personal Information				
Prefix	1. First Name:	2. Middle Initial:	3. Last Name:	Suffix
4. Current Address:				

Street		City	State	Postal Code
5. Permanent Address:				

Street		City	State	Postal Code
6. Home Phone: () -	7. Work Phone: () -		8. Cell Phone: () -	
9. Date of Birth:		10. Email Address:		
11. Do you possess a current driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes Issuing State: _____ Driver's License Number: _____ Expiration: _____				
12. Have you ever been dismissed from employment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain (include employer, position, dates, circumstances): 				
13. Have you volunteered for Conservation Ambassadors in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate the year in which you began your volunteer experience: _____				
Part B. Academic Background				
<i>Please list all colleges, universities, high schools, or trade/professional schools attended in the last 5 years, starting with the most recent. If you are currently attending a university, please indicate expected graduation date and write "in progress" for Degree Awarded. Please attach additional sheets if more space is needed.</i>				

1. Name of School	Major/Minor	Years Attended (mm/yyyy-mm/yyyy)	Graduation Date/ Degree Awarded
2. Name of School	Major/Minor	Years Attended (mm/yyyy-mm/yyyy)	Graduation Date/ Degree Awarded
3. Name of School	Major/Minor	Years Attended (mm/yyyy-mm/yyyy)	Graduation Date/ Degree Awarded

Part C. Work Experience

Please indicate work or volunteer experience for the past 5 years, beginning with the most recent or current position held. Please attach additional sheets if more space is needed.

1. Name of Company/Organization:		Job or Volunteer Title:	
Start Date (mm/yyyy):	End Date (mm/yyyy):	Reason for leaving:	
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Hours per week:
General Duties:			
Do you wish to be notified before we contact this employer?			
2. Name of Company/Organization:		Job or Volunteer Title:	
Start Date (mm/yyyy):	End Date (mm/yyyy):	Reason for leaving:	
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Hours per week:
General Duties:			
Do you wish to be notified before we contact this employer?			
3. Name of Company/Organization:		Job or Volunteer Title:	
Start Date (mm/yyyy):	End Date (mm/yyyy):	Reason for leaving:	
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Hours per week:
General Duties:			
Do you wish to be notified before we contact this employer?			

Part D. Internship Application

1. First Choice Program:

2. Second Choice Program:

3. Which internship term are you applying for? _____ Summer _____ Winter

4. *Conservation Ambassadors works with current university students to provide college credit for internships with the organization. It is the responsibility of the applicant to confirm with his/her college advisor if an internship at Conservation Ambassadors qualifies for credit with his/her academic program. It is also the responsibility of the applicant to provide all necessary paperwork, evaluation forms, minimum hourly requirements, etc. to receive credit to Conservation Ambassadors staff no more than 2 weeks prior to the start of the internship term.*
 Do you plan on receiving college credit for this internship? _____ Yes _____ No

5. *Live-in, or resident, internships are available on a competitive basis for applicants residing more than 50 miles from the Conservation Ambassadors animal sanctuary during the term of his/her internship. Resident interns are still responsible for having their own reliable transportation, and paying personal utilities such as cell phones and basic living expenses such as personal groceries, entertainment, etc.*
 Are you applying for a live-in internship position? _____ Yes _____ No

Part E. References

Please complete the following information for three (3) professional and/or academic references.

1. First and Last Name:	Title:
Company/Organization:	Company Address:
Phone Number:	Email Address:
2. First and Last Name:	Title:
Company/Organization:	Company Address:
Phone Number:	Email Address:
3. First and Last Name:	Title:
Company/Organization:	Company Address:
Phone Number:	Email Address:

Part F. Applicant's Certification and Agreement

By submitting this application, I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and correct and that I have not knowingly withheld any factors or circumstances. I understand that my stated pre-employment or internship qualifications are subject to verification and I hereby authorize Conservation Ambassadors to confirm or investigate any information provided. I understand that I may be required to complete a Supplemental Application Questionnaire, which contains questions pertaining to conviction history, and that I will submit this information when requested by Conservation Ambassadors. This disclosure is confidential and will not necessarily preclude an applicant from employment or internship.

I understand that any falsification of my application materials will be sufficient grounds for rejection of the application, or termination. If selected for employment or internship, I give Conservation

Ambassadors consent to conduct a criminal records check and may be required to be fingerprinted and/or undergo a medical examination. I understand that as a condition of employment non-U.S. citizens are required to sign the "Declaration of Permission to Work." Conservation Ambassadors only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or offer of employment.

In submitting this application, I authorize Conservation Ambassadors to contact each of my former employers, educational institutions and the references listed herein. I also authorize each of my former employers, educational institutions, and the references listed herein to give Conservation Ambassadors any and all information concerning my education, previous employment, and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I hereby fully release all such persons and entities from any liability with respect to furnishing such information to Conservation Ambassadors, and waive any claims I may have against them with respect to release of such information. I also authorize Conservation Ambassadors to release such employment information as necessary to those employees and agents of Conservation Ambassadors who require such information to investigate or to make a decision with respect to any matter pertaining to my employment. All information provided may be used only for purposes of employment in accordance with the State of California Information Practices Act of 1977.

I understand that, if selected for an interview, accepted as an intern, or hired as an employee, I may be requested to sign this Applicant's Certification and Agreement. **If offered an internship or employed, I understand that California is an at-will state and my internship or employment may be ended at any time, at the option of either Conservation Ambassadors or myself for any reason, with or without advance notice.**

BY SUBMITTING THIS APPLICATION, I certify that I have read and agree with the Applicant's Certification and Agreement as stated above.

Applicant's Full Name (printed): _____

Applicant's Signature: _____ Date Signed: _____

For Official Use Only (to be completed by Conservation Ambassadors Staff)

Materials Check					
Application Received:		Resume Received:		Cover Letter Received:	
Initial Screen:	By/Decision:	Phone Screen:	By/Decision:	On-Site Screen:	By/Decision:
Authorization to work check	Status	DMV record check	DL on file	W-2 on file	Contract on file
Offer Made:		Accept/Decline:		Supervisor(s):	