



SUMMER 2024 INTERNSHIP APPLICATION FORM

The Altadena Library Foundation is an equal employment opportunity employer. Discrimination because of an individual's race, color, religion, sex, handicap or national origin is prohibited. Please submit a signed and completed application form along with your resume.

Name: _____

School Address: _____

Permanent Address: _____

School Phone Number: _____ Permanent Phone Number: _____

E-mail Address: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

Education:

TYPE OF SCHOOL	NAME & LOCATION	DEGREE & DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____

Scholastic Honors and/or Licenses: _____

Employment History (Includes paid, volunteer, and intern positions)

Most Recent Employer: _____ Phone Number: _____

Address: _____

Supervisor's Name & Title: _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Employer: _____ Phone Number: _____

Address: _____

Supervisor's Name & Title: _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

References

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

Publications and Articles: _____

Community/Professional organizations, honors and awards: _____

Activities relevant to the internship(s) for which you are applying: _____

Why would you like to work as an intern for the Altadena Library Foundation?

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature _____ Date _____

Altadena Library Foundation
INTERNSHIP INFORMATION

Eligibility: A candidate must be an undergraduate college student enrolled with a University for Fall 2024. .

General Information: One Internship is offered only during the period of May 15-August 31, 2024. This program serves as an opportunity to work within the community, serve the Altadena Libraries and contribute to the mission of the Altadena Library Foundation. About 50% of the work will also include working with the Altadena Rotary Club helping digitize their historical items and other related tasks. It is anticipated that the Intern will also have the opportunity to meet one on one with staff members of the local elected officials that represent the Altadena Community. Some work with social media might also be included.

Intern will **not** receive academic credit. However, Intern will be paid \$17 per hour. It is anticipated that the Intern can work up to 200 hours for the 10 week program.

Email completed applications to Altadena Library Foundation President, Mark Mariscal, admin@altadenalibraryfoundation.org by May 10, 2024. Interviews will take place via Zoom on May 13 or 14, 2024.