



ORANGE COUNTY REGIONAL
HISTORY CENTER

Volunteer Intern Fall Spring Summer

VOLUNTEER/UNPAID INTERN APPLICATION

Name:

_____ (Last) _____ (First) _____ (Middle initial) _____ (Mr., Ms.)

Address:

_____ (Street) _____ (City) _____ (Zip) _____ (Apt. #)

Home Phone: _____ Cell Phone: _____

E-mail: _____ If under 18, Parent/ Guardian E-mail: _____

Current Occupation: _____ Employer: _____

Education (highest grade, degree or major if a Student): _____

School/Advisor: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Phone Number: _____ Emergency E-mail: _____

Volunteer Experience: _____

Training, Skills, Hobbies: _____

How did you hear about us? _____ Volunteer Position Preference: _____

If volunteering for school credit, hours needed? _____ Due by? _____

Hours Available: Monday _____ Tuesday _____
 Wednesday _____ Thursday _____
 Friday _____ Saturday _____
 Sunday _____

Please provide two references:

1. _____
 Name Phone E-mail

Relationship Years known

2. _____
 Name Phone E-mail

Relationship Years known

*Youth Volunteers must also submit a teacher's letter of recommendation.
 Interns must also submit cover letter, resume and a writing sample for consideration.*

Do you have any relatives currently employed by Orange County Board of County Commissioners or the Historical Society of Central Florida, Inc.? Yes No

If yes, indicate Relative Name, Relationship, and Division/Department.

Have you ever pleaded No Contest to, or been convicted of, a First-Degree Misdemeanor or any Felony? Yes No

If yes, please explain.

I possess a valid Driver License? Yes No

If yes, indicate the State and Expiration Date.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from placement in accordance with Orange County Personnel Policy and the Historical Society of Central Florida, Inc. Policy. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment or volunteer placement together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Orange County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that if I am selected for placement I may be required to undergo a physical examination including a drug screening. In the event I am placed by Orange County, I agree to comply with all its policies, rules and regulations.

Applicant Signature: _____ Date: _____

If under 18 years old,

Signature of Parent/Guardian: _____ *Date:* _____

For office use only:

Interview Date: _____ Interviewed by: _____

Start Date: _____ Position Assigned: _____

EEO SURVEY

Orange County is required by the U.S. Equal Employment Opportunity Commission to collect and maintain the information requested below for EEO statistical reporting purposes only. This information will be maintained separately from your application and will not be considered in the application evaluation process. **Providing this information is voluntary and providing or refusing to provide it will not subject you to any adverse treatment. The information you provide is also confidential.**

Full Name: _____

Date of Birth: _____

Language spoken: _____

Gender

Male Female

Ethnic Group:

American Indian or Alaskan Native (the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition)

Asian or Pacific Islanders (the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands)

Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)

Black (not of Hispanic origin)

White (not of Hispanic origin)

Other (Balance of individuals reporting more than one race not Hispanic or Latino)

If you choose not to self-identify, please check box.