

Intern & Volunteer Application

Please submit this application, your resume, and cover letter describing your experience and interest in the position you are applying for to SCCPHD Administration, Attn: Internship Coordinator | 976 Lenzen Avenue | San Jose, CA 95126 or phinternships@phd.sccgov.org. Your resume should include your contact information (name, phone, email), education and work/volunteer history, and any other hobbies or special skills you would like to highlight. If accepted, you may also be asked to complete a County application, health screening, and/or background check and provide unofficial transcripts as well as proof of current enrollment.

Position I am applying for:

Full Name:

Phone Number:

Email Address:

High School/College/University currently attending:

Languages Spoken:

I am interested in (select all that apply)

- Volunteering
- Unpaid Internship
- Paid Internship

Level of Education:

- High School Student
- Undergraduate student
- Graduate student
- Post-graduate student
- Vocational specialty

Field of Study:

Topic Area Interested in:

- Administrative Services
- Community Health Assessment, Planning & Evaluation (Epidemiology)
- Chronic Disease & Injury Prevention
- Maternal, Child & Family Health
- Health Communications
- Infectious Disease & Response (Preparedness, Public Health Lab)
- Performance Management/Quality Improvement
- Workforce Development & training
- Health Equity

Date:

Time Available:

- Fall/Winter
- Spring
- Summer
- No Preference

Earliest date I am available to begin the internship:

Is there a number of hour requirement from your school?

Yes No N/A

If yes, specify hrs.

I am available:

- Part Time
- Full Time
- Other (provide alternate schedule): _____

How did you hear about this internship/volunteer announcement? (Select best answer)

- Internship Coordinator at my school
- Faculty member in my college/university
- Santa Clara County Public Health Department staff
- Santa Clara County Public Health Department website
- SCCPHD Social Media site, please specify source:
- HS/College/University Career Center
- I work for SCCPHD
- Other, please specify:
- N/A

For Volunteers or Unpaid Interns Only

Please review the following and if you agree with the content, please sign below:

If I am placed as a volunteer or unpaid intern, I understand that I will not be paid any compensation whatsoever, including a minimum wage, overtime, sick or vacation leave, or any other benefit given to County employees. I understand I am not considered an employee of the Public Health Department. I offer my services freely and without pressure or coercion from the County in order to provide civic, charitable and/or humanitarian purposes. I understand that this assignment may end at any time.

I agree to:

- Donate my services without receiving any monetary or in-kind compensation.
- Perform my volunteer duties to the best of my ability.
- Adhere to Public Health Department, and other County rules, policies, and procedures including, but not limited to, confidentiality of the information I may have access to, the County's Policy Against Discrimination, Harassment and Retaliation, and the Policy Against Sexual Harassment.
- Meet time and duty commitments, or provide adequate notice of my unavailability, so that alternate arrangements can be made.

I understand that an annual Health Clearance is required. As a volunteer/unpaid intern, I understand that if I am injured or ill during or as a result of performing these volunteer services, I am not eligible for Worker's Compensation Insurance, but may be eligible for excess medical coverage.

Signature:

Date:

For Department Use Only

Application Accepted

Application Denied

Assigned to Program/Region:

Location:

Will be Supervised by:

Start Date:

Manager Signature:

Date:

Executive Manager Signature:

Date: