

SUMMER INTERNSHIP 2017

BROOKLYN NAVY YARD DEVELOPMENT CORPORATION

**Brooklyn Navy Yard
 Building 292, Unit 300
 63 Flushing Avenue
 Brooklyn, NY 11205-1054**

APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL (Please Print)

Date _____

Name _____ Soc. Sec. # _____
 Last First Middle

Address _____
 No. Street Apt. City State Zip

Telephone No. _____ How did you hear about this opportunity? _____

Are you over 18 years of age? Yes No If NO, a work permit must be obtained from your school before beginning work.

Are you legally eligible for permanent employment in the United States? ____ If hired, verification will be required by law.

Two summer internship sessions are available. All selected interns will be assigned to one. Please check which session you are available for, or both if you could be available for either.

- Session 1: June 5 – July 28 Session 2: June 26 – August 18 I could work either session.

Have you worked for us before? _____ If YES, when? _____

Please indicate any skills you have by checking the relevant box:

- Microsoft Office (Word, Excel, PowerPoint)
 Graphic Design (InDesign or other)
 AutoCAD
 Computer Programming Language _____
 Second Language _____
 Other _____

College students or incoming college freshmen are eligible for BNYDC internships. If you have not yet started college, please indicate the college you have been accepted to.

EDUCATION	Name & Location of School	Course of Study	Did You Graduate?
High School			
College		Major: Degree:	
Other			

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

Are you employed at the present time? Yes No

PRIOR EMPLOYMENT (Start with most recent employer, including current employer if relevant)

Employer Name:	Phone: ()	From:	To:
Address:	City, State, Zip	Position:	
Duties:		Supervisor's Name:	
Reason for Leaving:			
Reference Name:		Reference Phone Number:	

Employer:	Phone: ()	From	To:
Address:	City, State, Zip	Position:	
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Reason for Leaving:			
Reference Name:		Reference Phone Number:	

APPLICATION QUESTIONS

1. What is your most significant activity outside of school (could be job, sport, extracurricular activity, family commitment)? Please describe your responsibilities to this activity and how long you have been involved.

2. Why are you interested in an internship at the Brooklyn Navy Yard? What do you hope to get out of it?

In addition to this application, please include your resume when submitting.

Please review your entire application, including your resume for errors before submitting.

The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: _____ Signature of Applicant: _____

SUMMARY OF INTERVIEW: _____

Accepted for employment Yes No Position: _____
Starting Rate: \$ _____ per hour Scheduled to start work: ____/____/____
Interviewed by: _____ Date: ____/____/____
Approved by: _____ Date: ____/____/____