



# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

## Internship Application

All prospective Interns must be 18 years of age or older to be considered. Please email this completed application and required documentation to [DEP\\_Internships@FloridaDEP.gov](mailto:DEP_Internships@FloridaDEP.gov) or by mail to the Department of Environmental Protection, Bureau of Human Resource Management, MS#70, ATTN: Employee Relations- Internships, 3900 Commonwealth Blvd., Tallahassee, Florida 32399. To learn more about DEP, visit our website at [www.dep.state.fl.us](http://www.dep.state.fl.us). Please contact our HR Office at 850.245.2511 if you have questions.

**NOTE:** Typically, interns do not receive any form of financial compensation from the Department. DEP Internships are completed for the purpose of earning hands-on experience in the individual's academic area of expertise.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Current Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Permanent Address if different:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you currently enrolled in a College or University: Yes No

If Yes, what is the name of the College or University: \_\_\_\_\_

Education Level: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

How did you hear about our internship opportunities?

Why would you like to intern at the Department of Environmental Protection?

Are you fulfilling a school requirement? Yes No If yes, explain:

Are you fluent in any foreign languages? Yes No If yes, please list:

Are you a member of any environmental organizations? Yes No If yes, please list:



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In addition to our Tallahassee offices, the Department of Environmental Protection has six regulatory districts and the Florida State Parks Service located throughout Florida. Please check the location(s) you would prefer to intern at:

<input type="checkbox"/>	Headquarters (Tallahassee)	<input type="checkbox"/>	Northwest District (Pensacola)
<input type="checkbox"/>	Central District (Orlando)	<input type="checkbox"/>	South District (Ft. Myers)
<input type="checkbox"/>	Florida Park Service (Locations throughout Florida)	<input type="checkbox"/>	Southeast District (West Palm Beach)
<input type="checkbox"/>	Northeast District (Jacksonville)	<input type="checkbox"/>	Southwest District (Tampa)

I am interested in Interning with (check one):

<input type="checkbox"/>	Administrative Services	<input type="checkbox"/>	Information Technology Services
<input type="checkbox"/>	Finance & Accounting	<input type="checkbox"/>	Legal
<input type="checkbox"/>	General Services	<input type="checkbox"/>	Legislative/Community Affairs
<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>	Recreation and Parks
<input type="checkbox"/>	Environmental Resources	<input type="checkbox"/>	Other: <input type="text"/>

List any prior internships or volunteer experience(s) and include the organization(s) name, position(s) held, and dates:

Organization Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe your experience:

Organization Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe your experience:

I'm available for approximately \_\_\_\_\_ hours/week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs./Week
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you a U.S. citizen, or legally authorized to work in the U.S? Yes ☐ No ☐

*If you answered "No" please provide the appropriate documentation needed to work in the U.S.*

Have you ever been convicted of a first-degree misdemeanor or felony? Yes ☐ No ☐

*If "Yes", provide the charge(s), where convicted and the dates of conviction*

Charges:	<input type="text"/>
Where:	<input type="text"/>
Dates:	<input type="text"/>

Have you ever pled nolo contendere or pled guilty to a crime which is a first-degree misdemeanor or felony? Yes ☐ No ☐

*If "Yes", provide the charge(s), where and the dates*

Charges:	<input type="text"/>
Where:	<input type="text"/>
Dates:	<input type="text"/>



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Have you ever had the adjudication of guilt withheld for a crime which is a first-degree misdemeanor or felony?

Yes

No

If "Yes", provide the charge(s), where and the dates)

Charges:	
Where:	
Dates:	

### Notification and Agreement (Please read before signing)

I certify that all answers given by me are true, accurate, and complete. I understand that the falsification, misrepresentation or omission of facts on this application (or any other required documents) will be cause for denial, regardless of when or how discovered. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my internship.

Signature of Intern: \_\_\_\_\_ Date: \_\_\_\_\_

*Please email this form and required documents to: [DEP\\_Internships@dep.state.fl.us](mailto:DEP_Internships@dep.state.fl.us)*

### Required documentation:

Cover letter

Application

Resume

Official Transcript

Letter(s) of Recommendation (If you are a student, please include at least one letter from Academic Advisor or Professor in the area of study.)

### *You may also mail this form and required documents to:*

Department of Environmental Protection

Bureau of Human Resource Management

ATTN: Employee Relations, MS 70

3900 Commonwealth Blvd.

Tallahassee, Fl. 32399