# INTERNSHIP PACKET

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Section 1: Internship Program

Internships are work-based activities in which students engage in learning through practical and relevant experiences at various internship sites. Internships are undertaken by students who are at or near the end of a preparatory academic program. These structured experiences involve the practical application of previously studied theory through course work. Internships are targeted to the students’ meaningful future plans and allow students to explore careers that require additional degrees, certification, or on-the-job training following high school.

Model internships are planned, structured, and evaluated by the intern, internship coordinator, internship site supervisor/mentor, and parents/guardians. Effective internships provide interns with the opportunities to develop an understanding of the career area duties and responsibilities, terminology, climate, protocol, and other information that will enable interns to analyze and revise their meaningful future plans. There must be agreements, understandings, instruction, and orientation for all participants; coordination by the school; evaluation of each intern’s experience; and program analysis for future program improvements.

Program Description
The Borough of South Toms River will coordinate one- or two-semester (minimum of 150 field hours) internships, pairing local High School and College students. The program focuses on students interested in the public sector, specifically in public administration, public policy, communication and information, political science, and business. The broad scope of suggested field work includes almost any aspect of local government activity, from sustainability and green teams, to communication and citizen engagement projects, to financial analysis, labor contracts, energy policy and programs, and public works and redevelopment projects.

Experience in this internship program will provide the opportunity to attend Governing Body meetings, subcommittees, and Mayor-For-A-Day.

Benefits and Advantages

The internship program is an arrangement involving the student, the student’s parents/guardians, the school, and the businesses/industries/organizations of the community. Each of these will benefit from the existence and operation of an effective internship program. Some benefits of the program include but are not limited to:

- Students receive guidance and feedback during the entire internship period.
- Businesses/industries/organizations are utilized for specialized training.
- Internship experiences assist in exploring future career choices.
- The private sector is provided with opportunities to take an active part in the education and career preparation of students in the local community.
- Job experiences are supplemented with technical information and encounters that cannot be simulated in the classroom.

In addition to these general benefits, internships offer specific advantages to the student, School, and the community. Several of these advantages are listed below.

Advantages to the Student

Through the internship, the student can receive many benefits beyond those available in a classroom. For example, an internship:

- Affords the opportunity to explore and verify career interests and competencies in an actual job situation.
- Establishes desirable work habits, attitudes, and communication skills while developing a sense
of responsibility.
● Promotes personal success, which may motivate interest in other school subjects and activities.
● Enhances the ability of the student to develop a post-high school plan for continuing education and employment.
● Offers specialized learning experiences that could not be provided within the confines of a classroom
● Enables classroom-learning experiences be more relevant and meaningful.
● Provides the opportunity for possible employment at the internship site upon graduation.
● Contributes to an understanding of how a business/professional organization operates.
● Allows student access and a chance to become acclimated to various work environments.

Advantages to the Community

Through internship partnerships, advantages to the community also exist. Examples include:
● Provides the opportunity to develop good community-school relationships.
● Allows site supervisors/mentors to share their expertise and serve as positive role models for young adults.
● Encourages young adults to stay in their local community.
● Brings recognition to the community for partnering with a school.
● Allows better community understanding of an organization's structure and sense of social responsibility.

Advantages to the Business/Industry/Organization

Businesses/industries/organizations benefit from in a number of ways. Participation in an internship program:
● Enables businesses/industries/organizations to grow future workforce.
● Affords businesses/industries/organizations the opportunity to give feedback to the program curriculum so that skills/knowledge that are important in the field may be taught.
● Provides opportunity to reduce training or orientation costs if the businesses/industries/organizations hire students after the internship period ends.
● Contributes to opportunity for not-for-profit businesses/industries/organizations to utilize partnership with schools towards Community Benefit Report and maintenance of not-for-profit status.

Advantages to the School

There are various ways a school can benefit from the operation of a successful internship program, such as:
● Broadens the curriculum through the utilization of many community resources.
● Provides information for school personnel to meet the needs of a changing society.
● Fosters provisions for individual differences in interests and abilities of students.
● Establishes a cooperative working relationship between the school and the community.
● Provides interaction with professionals outside the school environment who are involved in the training of young people.
● Demonstrates the concept that education is indeed a community-wide partnership.
● Promotes assessment by both the internship coordinator and site supervisor/mentor for better guidance towards realistic career goals.
● Enhances public relations within the school community through the uniqueness and diversity of the internship program.
BOROUGH OF SOUTH TOMS RIVER
CONFIDENTIAL DISCLOSURE AGREEMENT

THIS AGREEMENT dated ________________, 20___, by and between Borough of South Toms River, a New Jersey municipality ("Borough of South Toms River") and _____________________ ("Recipient").

WHEREAS, Borough of South Toms River and Recipient, for their mutual benefit and pursuant to a working relationship which has been or may be established, anticipate that Borough of South Toms River may disclose or deliver to Recipient documents, components, parts, information, drawings, data, sketches, plans programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to marketing, finance, forecasts, invention, research, design or development of information system and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or behalf of by Borough of South Toms River, in any jurisdiction, and any amendments or supplements thereto (collectively, "Proprietary Information"); and

WHEREAS, Borough of South Toms River desires to assure that the confidentiality of any Proprietary Information is maintained;

NOW, THEREFORE, in consideration of the foregoing premises, and the mutual convenants contained herein, Borough of South Toms River and Recipient hereby agree as follows:

1. Recipient shall hold in trust and confidence, and not disclose to others or use for Recipient's own benefit or for the benefit of another, any Proprietary Information which is disclosed to Recipient by Borough of South Toms River at any time between the date hereof and thereafter. Recipient shall disclose Proprietary Information received under this Agreement to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This paragraph 1 shall survive and continue after any expiration or termination of this Agreement and shall bind Recipient, its employees, agents, representatives, successors, heirs and assigns.

2. Recipient shall, upon request of Borough of South Toms River, return to Borough of South Toms River all documents, drawings and other tangible materials, including all Proprietary Information and all manifestation thereof, delivered to Recipient, and all copies and reproductions thereof.

3. The parties further agree to the following terms and conditions:
   i. Any breach by Recipient of any of Recipient's obligations under this Agreement will result in irreparable injury to Borough of South Toms River for which damages and other legal remedies will be inadequate. In seeking enforcement of any of these obligations, Borough of South Toms River will be entitled (in addition to other remedies) to preliminary and permanent injunctive and other equitable relief to prevent, discontinue and/or restrain the breach of this Agreement.
   ii. If any provision of this Agreement is invalid or unenforceable, then such provision shall be construed and limited to the extent necessary, or severed if necessary, in order to eliminate such invalidity or unenforceability, and the other provisions of this Agreement shall not be affected thereby.
   iii. This Agreement shall be binding upon and will inure to the benefit of the parties hereto and their respective successors and assigns.
   iv. This Agreement is governed by and will be construed in accordance with the laws of the State of New Jersey and the courts of New Jersey shall be the exclusive forum.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Borough of South Toms River
By: _________________________ By: _________________________
Signature
Printed Name
_________________________
Title

RECIPIENT
Signature
Printed Name
_________________________
Title

The Borough of South Toms River
INTERNSHIP APPLICATION
**I. PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Home Phone</td>
<td>( )</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Business Phone</td>
</tr>
</tbody>
</table>

- Have you ever been involuntarily terminated or requested to resign? **Yes** **No**
- If hired, can you provide verification of your legal right to work in the United States? **Yes** **No**
- Social Security Number: _

- If you are under age 18, do you have a work permit? **Yes** **No**
- If required for the position, do you have a valid driver's license? **Yes** **No**
- If hired, would you have reliable transportation to and from work? **Yes** **No**

- Have you ever worked under a different name? **Yes** **No**
  - If "Yes" Name: ________

- Do you have friends or relatives working for our company? **Yes** **No**
  - If "Yes" Name and relationship: ________

- Emergency Contact Name: ________
- Phone: ( )

- Have you ever been convicted of a felony? **Yes** **No**
  - If "Yes" list offense, Date and Disposition of the Case (convictions will not necessarily disqualify you for the position)

**II. EMPLOYMENT INTERESTS**

<table>
<thead>
<tr>
<th>Position Desired</th>
<th>Date Available</th>
<th>Salary Desired</th>
<th>Would you be willing to work overtime? <strong>Yes</strong> <strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Employment Desired</td>
<td>Days and hours available for work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>Full-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>Part-Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How were you
referred to our company?  
Ad (where)  
_________ Employee Referral (Name)  
_________ Agency (Name)  
_________ Other (Please specify)  
_________ Walk-in  

### III. EDUCATION INFORMATION

<table>
<thead>
<tr>
<th>School Level</th>
<th>Name and Location of School</th>
<th>Course of Study</th>
<th>Circle last grade completed</th>
<th>Did you graduate?</th>
<th>Degree or Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Post Graduate</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Business/Trade</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td></td>
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<td></td>
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</tbody>
</table>

### IV. SKILLS - If Applicable for Position for Which You Are Applying

<table>
<thead>
<tr>
<th>Typing speed wpm</th>
<th>10 key by Touch</th>
<th>Foreign Languages (indicate proficiency to speak, read and write)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes No</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>PC Skills (Indicate software used)</th>
<th>Other Office Machines (Describe)</th>
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<table>
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<tr>
<th>List manufacturing machines you operate (Circle those you can set up)</th>
<th>List inspection/machinist tools you can use:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Describe mechanical background that may be related to the job desired</th>
<th>Do you read blueprints?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have any experience, training, qualifications or skills which you think make you especially suited for work at</th>
<th>Do you read schematics?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>this company?</td>
<td>Explain</td>
</tr>
</tbody>
</table>