

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web Address: www.cityofknoxville.org

3004

Intern II

01/13/06

Temporary/Part-Time Positions

Drug testing is required for entry-level appointments.

HOURLY RATE OF PAY: \$9.00/hour

These are temporary part-time positions. Scheduled hours of work may vary from department to department.

- Official application must be submitted to the Civil Service Office. Documentation of continued student enrollment is required. Class schedules must be submitted prior to employment (unless working during an off term). Transcripts must be turned in at the end of the semester to ensure continued employment as an Intern.

Progress toward a degree must be demonstrated for Interns who work longer than one school year.

The maximum duration permitted for an Intern I is 1,040 hours, to be worked within two (2) years from the date of first employment as an Intern II. An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and Intern II exceed 2,080 hours.

RESPONSIBILITIES

Under close to general supervision, performs a wide variety of para-professional/technical duties in support of various departments. Intern II's may be assigned to any of the various departments. Work assignments vary according to departmental assignment. Examples of work that may be performed by an Intern I include: conducts research for assigned department; assists with complex or comprehensive projects or solely handles smaller projects; provides professional/technical input to supervisory personnel; conducts surveys, analyzes data and formulates recommendations.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline:

- Must be a currently enrolled graduate student in an accredited university/college graduate program with a minimum course load of six (6) semester hours or be off the term (i.e., summer term).
- In order to work as an Intern II, during an off term an individual either (1) must have worked the previous term as an Intern II while carrying six (6) semester hours or, (2) must have completed nine (9) semester hours during the previous school term.

A detailed position description is available for review upon request in the Civil Service Department.

A detailed position description is available for review upon request in the Civil Service Department.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Knoxville does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.

INTERN POLICY CIVIL SERVICE DEPARTMENT

Attention: All applicants for Internship must submit a copy of most recent transcripts, class schedules, and official Student ID with the application in order to be considered. Applications not containing these items cannot be processed and will be returned to the applicant.

INTERN I:

Must be a currently-enrolled undergraduate student in an accredited college or university program with a minimum of twelve (12) semester hours completed and a minimum current course load of nine (9) semester hours or be off for the term (e.g., summer term). In order to work as an Intern I during an off term an individual either:

- (1) must have worked the previous term as an Intern I while carrying nine (9) semester hours), or
- (2) must have completed twelve (12) semester hours during the previous school term.

INTERN II:

Must be a currently enrolled graduate student in an accredited college or university program with a minimum course load of six (6) semester hours or be off for the term (e.g., summer term). In order to work as an Intern II during an off term an individual either:

- (1) must have worked the previous term as an Intern II while carrying six (6) semester hours, or
- (2) must have completed nine (9) semester hours during the previous school term.

DURATION:

*For Intern I, a maximum of 1,560 hours to be worked within three (3) years from the date of first employment as an Intern I.

*For Intern II, a maximum of 1,040 hours to be worked within two (2) years from the date of first employment as an Intern II.

An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and an Intern II exceed 2,080 hours.

ELIGIBILITY:

Documentation of continued student enrollment is required. Class schedules, transcripts and copy of student ID must be submitted prior to employment and transcripts must be turned in at the end of the semester/quarter to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year.

**CITY OF KNOXVILLE
CIVIL SERVICE DEPARTMENT
APPLICANT INFORMATION FORM**

Please complete and submit this form with your application. In order to comply with Federal regulations, this information is required. No information contained on this form will be used in making employment decisions. (TYPE OR PRINT NEATLY USING BLACK INK)

Social Security Number: _____ Date of Birth: _____ Sex: _____
 _____ - _____ - _____ MM / DD / YY Male Female

Name: _____
 (First) (Middle) (Last)

Mailing Address: _____

 (City) (State) (Zip Code)

Home Phone: (_____) - _____ - _____ Business Phone: (_____) - _____ - _____
 (Area Code) (Area Code)

Cell Phone: (_____) - _____ - _____ E-mail Address: _____

Race: (select one or more)

- American Indian or Alaskan Native** (Persons having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment)
- Asian** (Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. To include for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American** (Persons having origins in any of the Black racial groups of Africa)
- Hispanic or Latino** (Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)
- Native Hawaiian or other Pacific Islander** (Persons having origins in any of the original peoples of Guam, Hawaii, Samoa, or other Pacific Islands)
- White** (Persons having origins in any of the original peoples of Europe, the Middle East or North Africa)

EMPLOYMENT STATUS: (select one)

- Not a City of Knoxville Employee Current City of Knoxville Employee Former City of Knoxville Employee

TYPE OF EMPLOYMENT DESIRED: (select one)

- Permanent Full-Time Permanent Part-Time Temporary Full-Time Temporary Part-Time Any

Do Not Write Below This Line -- For Civil Service Use Only

Employment Status: _____ Date of Application: ____/____/____
 Date of Employment: ____/____/____ Class Code: _____
 Date of CS Status: ____/____/____ Date of Test: ____/____/____
 Satisfactory Perf. Rating: Yes No Time of Test: _____ AM PM
 T & E Score: _____
 Veteran's Status: _____ DD214

Date Received

- Application (signed/dated) Resume Transcripts Diploma T&E/Supplemental Licenses/Cert. Accommodation Request

Comments: _____

Rec'd By: _____

- Educ. _____ Lic./Cert. _____ Past Deadline Enter Score Application Incomplete Failed T&E
 Exp. _____ Pref. _____ Schedule for Test Unqualified Others More Qualified Other _____

**APPLICATION FOR EMPLOYMENT
CITY OF KNOXVILLE, TENNESSEE**

**400 Main Street, Suite 569 • City County Building • P.O. Box 1631 • Knoxville, TN 37901
Telephone: (865) • 215-2106 • Jobline: (865) • 215-2JOB (215-2562) • Telecommunication Device (TDD) (865) • 215-2900**

The City of Knoxville provides a public personnel system based on merit principles. Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or any other prohibited basis of discrimination, as provided under applicable state and federal law. The City of Knoxville complies with the provisions of the Non-Smoking Protection Act. **Notice to Applicants with Disabilities:** If you require accommodation(s) in the application or testing process, you must submit a completed City of Knoxville Applicant Accommodation Request form to the Civil Service Office.

APPLICATION INFORMATION

<i>Title of Position Desired</i>	<i>Date</i>	<i>CIVIL SERVICE USE ONLY</i>

Are you a current City of Knoxville employee? Yes No
If yes, please list: _____ Hire Date: _____

_____ Current Job Classification _____ Department _____ Supervisor

GENERAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Street Name _____ Apartment No. _____ City _____ State _____ Zip _____

Home Telephone: (____) - _____ - _____ Business Telephone: (____) - _____ - _____

Social Security Number: _____ E-mail Address: _____

Driver's License Number: _____ State: _____ Type of License: _____

Are you at least 18 years old? Yes No, If no employment is subject to verification that you are of minimum legal age.

Have you ever been convicted of any felony, misdemeanor or violation of any law, ordinance, or police regulation?
No Yes, If yes, explain fully what, where, and results (i.e., paid fine, served jail sentence, etc.). Conviction will not necessarily disqualify an applicant from employment. The recency, severity, and pertinence **of the conviction to the job** will all be considered. _____

EDUCATION

Institution	Name	Location (City & State)	Major	Degree/Hours	Year
High School				<input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
Technical School					
College #1					
College #1					
Graduate School					

VETERANS ONLY

Was your discharge other than "Honorable or "Under Honorable" conditions? No Yes If yes, explain fully: _____

Branch of Service: _____ Date enlisted: ____ / ____ / ____ Date of Separation: ____ / ____ / ____

Did you receive a medical discharge? No Yes If yes, what is your disability rating? _____%

You must submit a copy of your discharge (DD214) with the application.

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Begin with your current or most recent employer and provide the information requested.

1.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Did you operate a vehicle requiring a CDL for this job? _____ Yes No

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving: _____ May we contact this employer? Yes No

2.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Did you operate a vehicle requiring a CDL for this job? _____ Yes No

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving: _____ May we contact this employer? Yes No

3.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Did you operate a vehicle requiring a CDL for this job? _____ Yes No

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving _____ May we contact this employer? Yes No

Additional Skills or Qualifications: _____

Have you ever been discharged or asked to resign from any job? No Yes If yes, please explain:

Read and Sign: These answers are true and complete to the best of my knowledge. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered. I authorize the City of Knoxville to make a thorough investigation of all statements contained in this application, my past employment, education, and job-related activities, and I release from all liability all persons, companies, and corporations supplying such information. I understand that drug testing is required for entry-level appointments.

Signature of Applicant: _____ Date: _____

This application cannot be processed without a signature.

AN EQUAL OPPORTUNITY EMPLOYER