



Application for 2018 Municipal Internship Program

About You:

First Name: _____ Last Name: _____

Phone number: _____ Email Address: _____

Address: _____

City: _____ Province/State: _____

Country: _____ Postal Code: _____

1. Are you eligible to work in Canada? (Check one)
 - Permanently eligibility (i.e. Canadian Citizen, Permanent Resident)
 - Current valid work permit
 - Eligible to apply for work permit
 - Not eligible to work in Canada

2. Are you currently employed with a municipality: Yes No
 If yes, what position: _____

About Your Education, Certifications and Designations:

3. Please provide the following details of your latest post-secondary studies:
 - a. Post-secondary institution where studies were completed: _____
 - b. Program of study – major(s): _____
 - c. Program of study – minor(s): _____
 - d. Website URL for your academic program: _____
 - e. Completion date (month and year) of your program requirements (this includes all courses, research projects, theses, etc. required for your program of study, not convocation date): _____
 - f. Do you have any courses or other academic activities that would prevent you from working full-time during the term of the internship? Yes No
 - g. FOR LAND USE PLANNER intern applicants only – If you did not complete a planning degree program, please list the two senior-level (third-year, fourth-year or graduate level) planning courses that you completed.
 - i. _____
 - ii. _____

4. Please list any certifications or professional designations that you have:



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About Your References:

5. Please provide us with some information about the individuals who wrote or will be writing reference letters for you:

a. Name of first reference:

b. How will your reference send in their letter?

- Postal Mail Email

c. Name of second reference:

d. How will your reference send in their letter?

- Postal Mail Email

Internship Locations:

6. Which internship stream are you applying for (choose only one stream per application)? For information about each stream of the internship program, please visit: www.municipalaffairs.alberta.ca/ms/internship/interns-what.

- Administration/ Management Stream**
- Accounting/ Finance Stream**
- Land Use Planning and Development Stream**

7. Within the internship stream selected above, which municipalities would you want your application to be considered in (minimum of one municipality is required)? For information about each host municipality/organization, please visit: www.municipalaffairs.alberta.ca/ms/internship/interns-where.

Administration/Management Stream	Accounting/Finance Stream	Land Use Planning and Development Stream
<input type="checkbox"/> County of St. Paul	<input type="checkbox"/> Municipal District of Greenview	<input type="checkbox"/> Brazeau County
<input type="checkbox"/> County of Wetaskiwin	<input type="checkbox"/> Northern Sunrise County	<input type="checkbox"/> City of Leduc
<input type="checkbox"/> Municipal District of Smoky River	<input type="checkbox"/> Town of Edson	<input type="checkbox"/> Mackenzie Municipal Services Agency
<input type="checkbox"/> Town of Beaumont	<input type="checkbox"/> Town of Ponoka	<input type="checkbox"/> Town of Cochrane
<input type="checkbox"/> Town of Magrath		<input type="checkbox"/> Town of High River
		<input type="checkbox"/> Town of Stony Plain

Recruitment Information:

8. How did you hear about the Alberta Municipal Internship Program? (Please check all that apply)

- Current or past intern
- Professor or instructor (please specify below)
- Colleague or friend
- Online career posting (please specify below)
- Municipal Internship website
- Social media (please specify below)
- Career fair/information session (please specify below)
- Other (please specify below)

Details: _____



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Privacy and Consent:

Your personal information is being collected under the authority of section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act (FOIP)*. The personal information you provide to the Government of Alberta (Municipal Internship Program) on this application will be used to assess your qualifications and suitability as a potential municipal intern. The Government of Alberta and the municipalities and/or organizations participating in the Municipal Internship Program may also collect and use additional personal information provided by you, your references or your past employers in the course of the evaluation and hiring process.

If you are a successful candidate, this information will become part of your employment file at the municipality that will become your employer, and may be used in the administration and management of the Municipal Internship Program. The Government of Alberta complies with the FOIP Act and its related regulations which govern the collection, use, retention and storage of records in Alberta.

9. The following declaration must be completed for this application form to be accepted.

- I understand that the Government of Alberta and the municipalities and/or organizations participating in the Municipal Internship Program is collecting and using my personal information for the purposes outlined above.

- I certify the information I provide in this application is correct and true to the best of my knowledge. I have listed all previously and currently held positions where the experience gained relates to the position that I am applying for. I understand that a confirmed misrepresentation may disqualify me from participation in the Municipal Internship Program and/or result in dismissal at any point during my employment.

- I understand that the host municipality or organization may conduct additional reference checks, academic credential check, criminal records check and/or other screening that I will have to provide additional consent for.

- I have included all required components of the application, including:
 - Application Form
 - Cover Letter
 - Resume
 - Candidate Profile
 - 2 letters of reference

Name

Date