



Internship Application

Please complete this application and send to the Curator of Conservation Education at sylvan@zoonewyork.org along with a Cover Letter and Resume OR Mail to:

Zoo New York
 Attn: Internship Programs
 1 Thompson Park
 Watertown, NY 13601

For any further questions you may contact the Education Department at (315) 755-0896

Applications must be submitted at least 5 weeks prior to internship start date. Be sure that all fields are legible.

First Name _____ Last Name _____
 Middle Initial _____ DOB _____

Internship applying for: Native Wildlife Conservation Education Year/Season: _____

Home Phone () _____ Cell Phone () _____

E-Mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Are you a legal U.S. Citizen? YES NO

Have you ever been convicted of a felony within the United States? YES NO

If yes, please explain _____

EDUCATION

High School					
School Name					
Street Address					
City		State		Zip	
Phone			Graduate	<input type="checkbox"/> YES	<input type="checkbox"/> NO

College					
School Name					
Street Address					
City		State		Zip	
Phone		Graduate	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Major		Minor			

College					
School Name					
Street Address					
City		State		Zip	
Phone		Graduate	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Major		Minor			

EXPERIENCE

Internship						Dates: _____
Facility Name						
Street Address						
City		State		Zip		
Phone		Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Reference						
Duties						

Internship						Dates: _____
Facility Name						
Street Address						
City		State		Zip		
Phone		Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Reference						
Duties						

Volunteer					
Facility Name					
Street Address					
City		State		Zip	
Phone		Total Hours			
Reference					
Duties					

Volunteer					
Facility Name					
Street Address					
City		State		Zip	
Phone		Total Hours			
Reference					
Duties					

ADDITIONAL REQUIREMENTS

Tetanus vaccination YES NO DATE (MM/YYYY): _____

if no, records will be required on start date

Rabies vaccination YES NO

TB test negative YES NO

all current vaccination records should be presented during the interview process

CERTIFICATIONS

CPR YES NO DATE: _____

First Aid YES NO DATE: _____

First Responder YES NO DATE: _____

Other: _____

all certification records should be presented during the interview process

Do you have a valid New York State Driver's License? YES NO

Do you have access to reliable transportation? YES NO

STATEMENT OF GOALS

Please briefly explain why you've chosen to apply for an internship at this facility

PROFESSIONAL REFERENCES

Professional references may not include family

—or—

Personal friends that you have not worked with in a professional capacity.

Reference #1					
First Name		Last Name			
Company					
City		State		Zip	
Phone		Position			
Relationship					

Reference #2					
First Name		Last Name			
Company					
City		State		Zip	
Phone		Position			
Relationship					

Reference #3					
First Name		Last Name			
Company					
City		State		Zip	
Phone		Position			
Relationship					

APPLICATION QUESTIONS

How did you hear about this internship opportunity? _____

What makes you qualified for this internship opportunity? _____

Are you aware of any reason(s) that you should not be approved for this internship? Yes / No

Explain: _____

What characteristic/life experience would help you most in this position? _____

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of pertinent facts, or incomplete answers within this application will disqualify me from further consideration for opportunities with this organization.

Printed Name: _____ Date: _____

Signature: _____

NEW YORK CORRECTION LAW ARTICLE 23-A LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings: (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission

- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

First Name: _____ Last Name: _____

Middle Initial: _____ DOB: _____ Last 4 SSN: _____

Driver's License #: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____