



CITY OF SYRACUSE, MAYOR BEN WALSH

# CITY CORPS

INTERNSHIP AND FELLOWSHIP PROGRAM

## Application Checklist | Gold Part B for City Officials

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Internship (Academic Credit Required)              | _____ Date Resume/ CV Received       |
| <input type="checkbox"/> Internship: University Partner Program             | _____ Date Reviewed                  |
| <input type="checkbox"/> City Corp Fellowship (Work-Study or City-Employed) | _____ Date of Interview: _____       |
|   | _____ Confidentiality Disclosure     |
|   | _____ Background Check Authorization |
|   | _____ Applicant Notified of Decision |

## Application

The City of Syracuse affirmatively recruits, hires, and promotes without regard to age, marital status, race, creed, color, sex, religion, citizenship, national origin, disability, genetic predisposition or carrier status, pregnancy or sexual orientation; and actively employs Vietnam Era Veterans and disabled persons.

## Personal Information

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Local Newspaper: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Is this a mobile number? [ ] yes [ ] no

Are you authorized to work lawfully in the United States? [ ] yes [ ] no

Are you 18 years or older? [ ] yes [ ] no If not, please state age: \_\_\_\_\_

### Applicant Checklist

[ ] Have you included with this application an updated resume?

[ ] Have you included a cover letter addressed to the specific City Department for which you are applying?

[ ] Are you including any writing samples or additional material to be reviewed?

**GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.**

**Declaration of Intent**

By submitting this application, I am declaring my intent to be an intern/fellow for the City of Syracuse in the office or department of \_\_\_\_\_ for the period of \_\_\_\_\_.

**BACKGROUND INVESTIGATION:**

Applicants may be required to undergo a criminal history background investigation. Failure to pass a background investigation may result in denial of employment. Pursuant to the Syracuse Fair Employment and Licensure Ordinance (“Ordinance”), the City does not conduct criminal history background checks during the application process until after an applicant is deemed qualified for a position and such applicant has been extended a conditional offer of employment, with the exception of the following: 1.) positions in which the City is barred from hiring an individual with certain convictions; 2.) the Syracuse Police Department or any “police officer” and “peace officer” positions; and 3.) inquiries specifically authorized pursuant to applicable law. Pursuant to the Ordinance and New York State law, an applicant may not be denied employment because of a prior criminal record, unless there is a direct relationship between the offense and the employment sought or unless hiring would constitute an unreasonable risk.

**DECLARATION**

I declare that, subject to penalties of perjury, any statements made on or in connection with this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct. I understand that any deliberate misrepresentation or omission of facts may be cause for voiding this application or termination of employment, unless otherwise prohibited by law. I also understand that all statements made in connection with this application are subject to verification.

**APPLICANT’S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## School Information

School/College: \_\_\_\_\_

Program/Concentration: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

### Internship Professor Information

Name and Title: \_\_\_\_\_

Email and Office Phone: \_\_\_\_\_

### Other Information

How did you hear about this opportunity? \_\_\_\_\_

Do you have reliable transportation to your internship site?  yes  no  virtual/remote working

(If virtual/remote working) Do you have access to a computer w/high speed internet?  yes  no

Do you require any special accommodations? Explain: \_\_\_\_\_

## Federal Work Study Applicants (Federal Work Study Applicants Only)

Are you applying for a Federal Work Study (FWS) Placement for no academic credit?  Yes  No

- If you are applying for FWS placement, have you been rewarded Federal Work Study as part of your Financial Aid Package?  Yes  No
- Have you attached your FWS award letter to your application?  Yes  No
- Do we have permission to contact your school financial aid office to confirm your financial aid?  Yes  No

### Please confirm the applicant's school of attendance if applying for Work-Study

Syracuse University  Le Moyne College  Onondaga Community College

## Applicants Ineligible for Work- Study (For students seeking non-credit experience only)

At times the City can accept interns who have a deep desire to learn public policy or advance to a career in public service but are not intern or Federal Work Study eligible. If you desire to intern at the City of Syracuse for no academic credit, and do not have financial aid eligibility or a Federal Work Study reward, please submit a 1-2 page personal statement describing how an internship placement at the City of Syracuse can help you realize a career in public service or a related field. For questions about the City's fellowship program, contact [internships@syrgov.net](mailto:internships@syrgov.net).

*The following permission is required to continue your intent.*

- Do we have permission to contact your school financial aid office to confirm your financial aid and/or academic eligibility?  Yes  No
- Have you provided a copy of your transcript with this application  Yes  No