

ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT PUBLIC INFORMATION OFFICE INTERNSHIP DESCRIPTION

- Name:** Athens-Clarke County Unified Government
Public Information Office
- Address:** Athens-Clarke City Hall
301 College Avenue, Suite 102
Athens, GA 30601
- Phone:** 706-613-3795
- Fax:** 706-613-3026
- Web/E-mail:** www.athensclarkecounty.com / info@athensclarkecounty.com
- Contact:** Jeff Montgomery
Public Information Media Analyst
- Job Title:** Public Information Office Intern
- Description:** Duties will vary, but may include assisting Public Information Office with: programming on ACTV cable channel 7; special events; media scanning; newsletter distribution and production; public relations materials; research; Web site updating; general office work (copying, filing, phones, faxing, etc.); public inquiries; photography; special projects; writing stories for publication in newsletters / magazines / newspapers / Web site; layout and design; media releases; information collection and distribution.
- Salary:** \$7.25 per hour / Usually 10-15 hours per week
- How to apply:** Applications are available through www.athensclarkecounty.com/pio or by calling 706-613-3795 or e-mailing info@athensclarkecounty.com
- Needed:** Interns for all semesters
- Qualifications:** Most important is an interest in local government activities, public relations and/or community involvement. Good verbal and written communication skills are a necessity. Applicants should already have at least good computer skills (PC). Some knowledge of InDesign, Quark and/or Photoshop or taking instructional courses on these software packages during their internship is preferred.

Have you been convicted of an offense against the law or are you now under charges for any offense against the law? (Omit non-moving traffic violations and any offense that was finally adjudicated in a Juvenile Court or under a Youth Offender Law). Yes No

If Yes, describe the circumstances: (Date, Place, Charges, Disposition):

NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances, and seriousness.

EDUCATION & SKILLS

Do you have a high school diploma or its equivalent (G.E.D./USAFI Certificate)? Yes No

If yes, please list the name and city/state of the high school or state authority issuing the diploma or certificate:

Please complete the following section for post-secondary education (Technical Schools/Colleges/Universities):

School	City / State	Hours Completed / Year of Study	Major(s) / Minor(s)	Graduation (Month/Year)

Computer Software Usage (Circle Software Used)	Never	Some	Experienced
PageMaker / Quark / InDesign / Other Layout Software (specify name):			
Photoshop / Fireworks / Other Image Editing Software (specify name):			
Dreamweaver / Contribute / Other Web Site Design Software (specify name):			

NOTE: Lack of proficiency in computer software will not necessarily disqualify applicants for an internship. If you will be taking a future class that will utilize some of the above software, please note below.

Describe any specialized training, apprenticeship, skills, and extra-curricular activities. Include office equipment, computer software knowledge not mentioned above, foreign language skills, and/or special honors:

REFERENCES

Provide up to three references who are not related to you and are not previous employers.

1. _____
Name _____ Phone # _____

Address (if known) _____ City _____ State _____ Zip Code _____

2. _____
Name _____ Phone # _____

Address (if known) _____ City _____ State _____ Zip Code _____

3. _____
Name _____ Phone # _____

Address (if known) _____ City _____ State _____ Zip Code _____

WORK HISTORY - UP TO 3 PREVIOUS JOBS

A resume may be attached only as additional information and will not be accepted as a substitute for this section. Begin with your current or most recent job. Military and volunteer experience may be included.

Have you ever been disciplined, fired, or asked to resign from any job? No Yes

If yes, why? _____

1. Company Name: _____ Telephone: _____

Address: _____ Employment Dates (mo./yr.):
(if known) _____ From _____ to _____

Name of Supervisor: _____ Annual / Hourly Salary: _____

Position Held: _____ Reason for Leaving: _____

Describe Your Duties: _____

2. Company Name: _____ Telephone: _____

Address: _____ Employment Dates (mo./yr.):
(if known) _____ From _____ to _____

Name of Supervisor: _____ Annual / Hourly Salary: _____

Position Held: _____ Reason for Leaving: _____

Describe Your Duties: _____

3. Company Name: _____ Telephone: _____
 Address: _____ Employment Dates (mo./yr.):
 (if known) _____ From _____ to _____
 Name of Supervisor: _____ Annual / Hourly Salary: _____
 Position Held: _____ Reason for Leaving: _____
 Describe Your Duties: _____

AVAILABILITY SCHEDULE

Day	Note <i>all</i> availability for each day between 9:00 a.m. - 5:00 p.m.. Any preferred days/times may be noted with an *, but are <i>not</i> guaranteed.
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Approximate # of weekly hours sought (10-15 is the average): _____ When could you start? _____

Is this a confirmed schedule or is it still subject to changes (drop/add classes, etc.)? _____

**Applicant's Certification and Agreement / Authorization to Release Information
 Conditions of Employment**

I hereby declare the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts, or falsification of this information are grounds for refusal to hire, or if hired, termination.

I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to you.

I authorize you to request, receive, and verify all information given in this application.

I further acknowledge that if I become an independently contracted intern with the Athens-Clarke County Public Information Office, my employment will be at-will and may be terminated with or without cause at any time.

May we contact your present employer? Yes No Presently not employed

You must sign this "Authorization to Release Information" section to enable us to contact prior employers, even though we may not contact your present employer.

Note: You may type the information below as an electronic signature.

Date: _____ Signature: _____