

# Pelican Harbor Seabird Station

## Internship Application

Complete this application and e-mail it to [brian@pelicanharbor.org](mailto:brian@pelicanharbor.org) (preferred) or mail it to the address at the bottom of this page.

### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Have you ever been convicted of a crime? (circle one) YES NO

If yes, please explain the charges and circumstances: \_\_\_\_\_

### Medical Information

Emergency Contact:

Relationship: \_\_\_\_\_

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

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

Phone(s): \_\_\_\_\_

Do you have a current tetanus shot: (circle one) YES NO

Do you have medical insurance? (circle one) YES NO

Name of insurance provider: \_\_\_\_\_

Do you have any medical condition or allergies that require special accommodations? (circle one) YES NO

If yes, please explain: \_\_\_\_\_

### Educational Information

Name of school you currently (or most recently) attend: \_\_\_\_\_

Entry date: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Extra-curricular activities \_\_\_\_\_

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

Please note housing is on a houseboat docked next to the Seabird Station

Can you swim? Yes No

Are you susceptible to motion or seasickness? Yes No

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Please include the following supporting documents:

1. A current resumé or CV
2. A list of three references of individuals not related to you.

Applications will be reviewed as they are received and a telephone interview scheduled after a signed internship agreement is received. If you are selected, proof of medical insurance and current tetanus immunization may be required prior to your starting date.

**The above information is true and accurate to the best of my knowledge. I understand that falsification of information will be grounds for immediate dismissal.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Internship Agreement

- 1) Interns in this program will experience many challenging working conditions including heavy rain, intense heat, high humidity, sun, mosquitoes, and/or hurricanes. You must be able to work outdoors in the summer and be able to lift 50 pounds.
- 2) Interns will prepare diets for patients, which will include chopping vegetables, rodents, chicks, and fish (no live animals).
- 3) Interns will be trained on basic tasks such as cage cleaning, laundry, food preparation and feeding animals. Intern duties will vary daily. Interns will work a minimum of nine hours each day. The nature of this work is dependent on many external factors and may result in daily shifts occasionally running to 12 hours. Interns will work five days each week, with two days off.
- 4) Interns will be expected to work the shifts they are scheduled. Shift trades require advance notice & management approval except in cases of sudden illness or family emergency. You will be expected to be available for the full term of the internship and will not be eligible for any vacation time. Any requests for extended time off must be approved before you are accepted to the internship program. Days off may rotate and may not be consecutive.
- 5) Interns are volunteers and do not receive payment, salary or wages for their services. On-site housing will be provided. Interns will receive a food allowance of \$20 per day worked. No other benefits are available to interns.
- 6) Interns living on site must keep their personal living space clean at all times. Interns must promptly notify the executive director of any items needing repair. Interns must abide by the following rules on the property, including their on-site housing.
  - i) Smoking is restricted to the parking lot only.
  - ii) No overnight guests are permitted without permission in advance from the executive director.
  - iii) Illegal drugs may not be used or possessed anywhere in the park, including the facility, intern housing and/or your personal vehicle(s).
  - iv) While we would prefer that alcohol not be consumed on the premises we acknowledge the right of those over 21 to consume alcohol in moderation. Alcohol abuse and poor behavior are grounds for immediate dismissal.
  - v) We have a strict non-fraternization policy with marina staff and patrons.
- 7) Interns should appear clean, neat and professional at all times. Interns will be provided uniform shirts for the duration of their internship, to be worn during all work hours. Sneakers or work boots are required footwear. For safety reasons, no sandals, flip-flops or other loose footwear may be worn at the facility. Shirts with offensive or controversial designs and excessively revealing clothes including bathing suits and midriff tops may not be worn on the property.
- 8) Interns may not use perfumes, colognes or hand lotions during their work shifts.
- 9) Interns must abide by the Pelican Harbor Seabird Station euthanasia policy. Decisions of the veterinarian and/or executive director regarding the disposition of animals are final. Interns will not be required to make these decisions or to perform euthanasia.

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- 10) Interns may never speak to members of the media during the duration of their internship. All requests from reporters for information or comments must be referred to the executive director. Interns must never allow themselves to be photographed, filmed or videoed interacting with animals or discussing the work of Pelican Harbor Seabird Station by anyone.
- 11) If you wish to take photographs of the animals or would like a photograph of you handling an animal please discuss it first with the Executive Director or Rehabilitation Manager. All photographs or recordings of any kind must be appropriate and for personal use only.
- 12) All materials provided to interns as part of this internship program, including uniforms, keys and internal documents, must be returned to the executive director at the end of the internship.
- 13) This internship is a unique opportunity that very few people will have the chance to experience. We are eager to help you learn and grow through this opportunity. In return we expect your maximum effort at all times.
- 14) Pelican Harbor Seabird Station's executive director reserves the right to dismiss any staff member, intern, or volunteer whose actions are not in the best interest of the organization.

I realize that Pelican Harbor Seabird Station, Inc. is making a commitment to me and that by signing and returning this form I will be expected to fulfill my commitment to Pelican Harbor Seabird Station, Inc. I have read and I understand the above statements, and agree to abide by them during my internship at Pelican Harbor Seabird Station during the summer of 2009.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_