

# New England Wildlife Center

500 Columbian Street  
South Weymouth, MA 02190



Application for Internship

## **IMPORTANT**

Information and instructions for completing the application form.

1. Print answers clearly in blue or black ink.
2. Answer every question fully and accurately.
3. False or inaccurate information on this application will be cause for disqualification for acceptance or dismissal at any time after acceptance.
4. Read over application carefully before submitting to ensure all information is complete and accurate.
5. Return completed application & attachments in one packet on or before the deadline:

If applying for the Summer season, the deadline is February 15<sup>th</sup>.

If applying for the fall, winter and spring season, there is no deadline. Applicants are accepted or denied on a rolling basis.

6. Your completed application, a copy of your current resume, and 2 letters of recommendation must be submitted as a complete packet for your application to be considered. If any item is missing or if the items are mailed separately, your application will be considered incomplete and will not be put into consideration for a position. Mail packets to:

Internship Application Packet  
New England Wildlife Center  
500 Columbian Street  
Weymouth, MA 02190

Check our website ([www.newwildlife.com](http://www.newwildlife.com)) for more information and FAQ's about the intern program.

# New England Wildlife Center

## Application for Internship

**WE ARE AN EQUAL OPPORTUNITY ORGANIZATION**

It is the policy of the Center to afford equal employment/internship opportunities to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability or gender.

**PERSONAL INFORMATION:**

Name (First) (Middle) (Last)	Home Telephone Number
Mailing Address (Street) (City) (State) (Zip)	Email Address:
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No                      Date of Birth _____/_____/_____	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify an applicant from acceptance) If yes please explain _____	
Have you ever been convicted of a misdemeanor other than a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violations or disturbance of the peace within the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify an applicant from acceptance) If yes please explain _____	

**EDUCATION** (please include high school, college, graduate study, vocational training)

Name of School	Location	Main Course of Study	Year Completed	Degree Received

**RELEVANT WORK EXPERIENCE (also attach full resume to application):**

Place of Employment	Responsibilities

**VOLUNTEER EXPERIENCE**

Organization	Responsibilities	Length of Service

**REQUESTED DATES OF INTERNSHIP (Be as specific as possible)**

	Month	Day	Year
Start Date :			
End Date :			
<b>If above dates are unavailable my alternative requested dates are:</b>			
Start Date :			
End Date :			

**ROTATION INFORMATION**

The clinic is open 7 days a week, 365 days a year. During the spring and summer season which is our busiest season, the clinic day begins at 7am and ends at 7pm (for all those hungry baby birds). As an intern you will through 2 different hourly schedules. Example: week one you will work 7am-3pm, week two you will work 11 am-7pm, week three you will work 7am-3pm again. Although the hours change each week you will always work same days. During the fall / winter months we have fewer animals so the clinic day begins at 9am and ends at 7pm. We are able to be flexible for those students whose colleges require they be in class on certain days as well as people with work commitments.

Rank in order which rotation you would prefer (this does not guarantee that you will get your #1 choice, it is used only as a guideline for scheduling):

**Spring / Summer Applicants:**

Rank	Days On	Hours	Days Off
	Thursday – Monday	7am-3pm, 11am-7pm	Tuesday, Wednesday
	Friday – Tuesday	7am-3pm, 11am-7pm	Wednesday, Thursday
	Wednesday – Sunday	7am-3pm, 11am-7pm	Monday, Tuesday
	Saturday – Wednesday	7am-3pm, 11am-7pm	Thursday, Friday

**Fall / Winter Applicants:**

Rank	Days On	Hours	Days Off
	Thursday – Monday	9am-5pm	Tuesday, Wednesday
	Saturday – Wednesday	9am-5pm	Thursday, Friday

*If you are unable to choose any of the above rotations due to a work/ school conflict please fill out below the days and hours you are available:*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**SUMMARY INFORMATION**

Please write a summary about why you are interested in becoming an intern at the Center.

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**RABIES INFORMATION**

We do require that all staff and interns who work with the animals are rabies vaccinated due to the high volume of rabies vector animals that we care for. We do understand that the cost can be prohibitive. However, since we are a small non-profit we are unable to assist with the cost of rabies shots.

Are you currently rabies vaccinated?       Yes       No

If no, upon acceptance you will need to complete the vaccinations and supply the Center with a copy of your records two weeks before beginning work.

## INSURANCE INFORMATION

Proof of insurance will be required upon acceptance Do you have health insurance (**Our insurance requires this; if you have no insurance we will be unable to consider you for a position**)?

Yes  No

## HOUSING INFORMATION

Housing is available on a very limited basis at a charge of \$50.00 a week. Will you require housing while interning?  
 Yes  No

The Center is unable to offer assistance in finding alternative housing. If you require housing and it is not available are you still able to participate in the program?  
 Yes  No