



City of Newman

1162 Main Street • P.O. Box 787 • Newman, CA 95360 • (209) 862-3725 • Fax (209) 862-3199
www.cityofnewman.com • E-mail: info@cityofnewman.com

CALL FOR INTERNS

The City of Newman has immediate opening(s) for full or part-time unpaid internships in all Administrative Departments. A City internship provides an excellent opportunity to learn about local government and related issues.

The City of Newman, a General Law City, seeks ambitious college-level students who would like to sharpen their writing, researching, documentation, archiving and organizational skills and learn more about local government. If you have a strong interest in Political Science, Public Policy, Economics, Business, English, Journalism, Engineering, Public Works or Communications; we encourage you to apply for an internship today.

The ideal intern has good computer skills, is organized, takes direction well, is willing to take on various projects and enjoys local governmental issues. Intern responsibilities and duties include (but aren't limited to): writing for publication(s), editing publications, public policy research, administrative tasks, website maintenance, project research, historical archiving, handling correspondence, answering phones, assisting staff and other administrative duties as necessary.

Internship hours can be tailored to fit school schedules given that the student is available to work between the hours of 8:00am and 5:00pm, Monday through Friday. The City of Newman is willing to work with academic institutions to provide credits for students who intern.

Students must meet the following requirements to be considered for an internship:

- Enrolled in an accredited US college
- 2.8 or higher GPA
- At least 18 years of age
- Ability to work a minimum of eight (8) hours per week.

Interested candidates should submit a Cover letter, Completed application, current resume and letter of recommendation:

Via USPS to:
City of Newman
Attention: Internship
P.O. Box 787
Newman, CA 95360

OR

Hand Delivered to:
City of Newman City Hall
Attention: Internship
1162 Main Street
Newman, CA 95360



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INTERN APPLICATION

Name: _____ Date of Birth: _____

Drivers License Number: _____

Phone Number: _____ E-mail: _____

Address: _____

College/University _____

Major _____ Minor _____

Anticipated date of graduation _____ Anticipated degree _____

Would you prefer a Semester Internship (i.e. winter, spring, summer, fall) or Yearly Internship? _____

Proposed start date: _____ Proposed end date _____

What days/hours will you be available? _____

Will you be applying for college credit? Yes No

Please list your employment/intern/volunteer history (if any), start with your most recent experience and work backward. Attach additional pages if necessary.

Dates	Employer Name and Contact Information	Title and Duties	Reason for Leaving
Start:	Name of Supervisor:		
End:			
Start:	Name of Supervisor:		
End:			
Start:	Name of Supervisor:		
End:			

May we contact your present employer/supervisor? Yes No

May we contact your previous employers/supervisors? Yes No

Do you have any relatives that are currently employed by the City of Newman?

If so, please provide the following:

Name _____ Relationship _____ Department _____

Are you interested in a particular City department? Yes No

If so, which one? _____

On a scale of 1 to 5, rate your proficiency in *each* of the following skills, ("1" being the highest):

Editing: _____ Event Organizing: _____ Html: _____ Phone: _____ Typing: _____ Writing: _____

Other (please specify) _____

Are you familiar with Microsoft Office? Yes No

If yes, please rate your knowledge of *each* program on a scale of 1 to 5 ("1" being the highest):

Access: _____ Excel: _____ Outlook: _____ PowerPoint: _____ Publisher: _____ Word: _____

Please list other computer software experience: _____

What would you like to gain from interning with the City of Newman? _____

What public policy issues interest you? _____
