



Internship Application

PERSONAL INFORMATION

Full Name _____ Nickname _____

Home Address _____ Apt # _____ City _____ State _____ Zip _____

Email Address _____ Phone Number(s) _____

Are you 18 years or older? _____ Yes _____ No _____ Date of Birth _____

The minimum age requirement to participate in Nashville Zoo internship is 16.

EMERGENCY CONTACT

Name _____ Relationship _____ Phone Number _____ (Other #) _____

Name _____ Relationship _____ Phone Number _____ (Other #) _____

CURRENT EMPLOYMENT STATUS (Please check one) Full-time Part-time Other _____

If you are employed, please list your current employer below:

Company Name _____ Your Title _____

Brief Job Description _____

EDUCATION

<u>Name of School</u>	<u>City, State</u>	<u>Graduate?</u>	<u>Major</u>	<u>GPA</u>
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(High School) _____

(College) _____

Related Course Work? _____

High School/University Contact Name: _____ Email: _____

AREA OF INTEREST Please check area(s) below you are interested in:

- | | | | | |
|--|--|---|------------------------------------|---|
| <input type="checkbox"/> Onsite Education Programs | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Giraffe | <input type="checkbox"/> Carnivore | <input type="checkbox"/> Critter Encounters |
| <input type="checkbox"/> Education Animal Building | <input type="checkbox"/> Administration | <input type="checkbox"/> Primate | <input type="checkbox"/> Anteater | <input type="checkbox"/> Avian |
| <input type="checkbox"/> Outreach Education Programs | <input type="checkbox"/> Aquatics | <input type="checkbox"/> Hoofstock | <input type="checkbox"/> Elephant | <input type="checkbox"/> Historic Farm |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Reptiles/Amphibians | <input type="checkbox"/> Commissary (Animal Diet Preparation) | | |

AVAILABILITY Please check the time of day and months you are available to volunteer each week.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon

MONTHS AVAILABLE

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

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INTERNSHIP QUESTIONS (Please attach additional sheet if needed)

1. Why are you interested in an internship at Nashville Zoo at Grassmere?
2. Do you have any previous related experience? Yes / No If yes, please list the location, a description of your experience and the dates of internship, volunteering, or employment.
3. Do you have any special talents or interests?
4. Does your academic institution mandate internship credit requirements? Yes/No If yes, please describe.
5. How did you hear about our internship program?

INTERNSHIP WAIVER AGREEMENT

This Waiver Agreement, made and entered by and between the Nashville Zoo, Inc., 3777 Nolensville Rd., Nashville, TN 37211, herein referred to as "Nashville Zoo", AND _____ Name (please print)

The parties to this Agreement do hereby mutually recognize that Nashville Zoo does not provide Workman's Compensation or any other type of liability insurance to persons who are not actually employees of Nashville Zoo. Accordingly, persons such as Volunteers are not covered by Nashville Zoo for such forms of insurance. As a volunteer in an Animal Care service area, you may at some point need to ride on a John Deere Gator (similar to a golf cart). You must comply with the following rules at all times when on this moving vehicle:

1. Absolutely no horseplay on the vehicle.
2. Arms and legs must be kept in the vehicle at all times.
3. As a passenger, you must sit in the bucket seat at all times- never in the back of the vehicle.
4. Only paid zoo staff members may operate the vehicle.

Through this permission form I agree that I will abide by the rules listed above and agree to on the John Deere Gators when necessary.

I understand that any divergence from the above rules will result in immediate dismissal from the program.

Through this waiver agreement, the Volunteer or Parent/Legal Guardian does hereby knowingly release and hold harmless the Nashville Zoo, Inc. from any injury, accident, or damage sustained by the Volunteer while serving in such a capacity.

Through this Waiver Agreement, the Volunteer does hereby knowingly release and hold harmless Nashville Zoo, Inc. from any injury, accident, or damage sustained by the Volunteer while serving in such a capacity.

I authorize Nashville Zoo to use my name and photograph for education, public relations and marketing purposes related to Nashville Zoo.

INTERNSHIP AGREEMENT

A \$20.00 program fee is required **upon placement** (please do not enclose payment at this time) into the Internship Program, which will cover materials and training costs and include one shirt. If placed in an **Animal Care** Department, the Intern will also be responsible for paying for a TB test at a doctor or facility of his choice. For the welfare of the employees and animals, the Nashville Zoo requires all Interns working in Animal Care departments to receive a TB test, and have it read negative, in order to work at the zoo. In some areas, additional tests/inoculations may be required at the applicant's expense. If proof of negative TB testing is already available (dated within the last 12 months), please submit proof with application.

Interns at Nashville Zoo do not receive a stipend, nor is housing provided. There will be a mandatory orientation before Internship commences. Interns in Animal Care may be required to conceive of and execute a research project in the weeks they are in the program. They will be guided by a keeper-mentor in the department of their placement.

Interns must abide by the code of conduct set out in the employee manual, including the Zoo's volunteer dress code. I certify that the statements on this internship application are true and accurate. I understand that I will not be paid for my services as an intern.

Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____
(required for volunteers under 18)

Please return completed application with Cover Letter, Resume, and Two (2) Letters of Reference to:
Volunteer Programs Manager, Nashville Zoo
3777 Nolensville Road, Nashville, TN 37211

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BACKGROUND CHECK AUTHORIZATION

Required only if 18 years of age or older

I authorize the Nashville Zoo at Grassmere to obtain criminal history, about me from my previous employers, schools and governmental authorities.

I authorize my previous employers, schools that I have attended, and governmental authorities to disclose to the Nashville Zoo at Grassmere such information about me as the Nashville Zoo at Grassmere may request.

Print Name _____
(First) (Middle) (Last) (Maiden)

Current Address _____
(Street) (City) (State/Zip)

Previous Address _____
(Street) (City) (State/Zip)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____ Gender: Male / Female

Signature: _____ Date: _____