

APPLICATION
NYC COMPTROLLER'S INTERNSHIP PROGRAM

Please type or print legibly.

Please indicate which session you are applying for.

€ Spring 2009 Session
(February 9, 2009 – April 3, 2009)
Deadline: February 4, 2009

€ Summer 2009 Session
TBD
Deadline: TBD

PERSONAL INFORMATION

Full Name: _____ Date of Application: _____

SSN: ____-____-____ Date of Birth ____-____-____ Male Female

Place of Birth: _____ U.S. Citizenship: Yes No
City State

Current Address: _____ Permanent Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

In case of an emergency please contact:

Name: _____ Phone Number: _____

Relationship to you: _____

ACADEMIC INFORMATION

School Name: _____

School Address: _____

Select One:

High School College-Undergraduate Masters/Graduate Degree Doctorate

Expected date of Graduation: _____ GPA: _____ Major: _____

How did you hear about the NYC Comptroller's Internship Program?

Is this internship for school credit? Yes No If yes, how many credits? _____

AVAILABILITY

Please indicate your availability below.

- Monday Hours: _____
- Tuesday Hours: _____
- Wednesday Hours: _____
- Thursday Hours: _____
- Friday Hours: _____

To be completed by Agency Department

Date of Interview: _____
 Bureau / Division _____
 Interviewer Name and Title: _____

(If applicant is accepted please continue, if the applicant is denied please send he/she back to OCR with this form)

❖ Please indicate the start and end date of the internship
 Start date _____ End date _____

❖ If the intern requires BIS support (i.e. internet) please attach the necessary paperwork.

❖ Office placement: _____

❖ Reporting Relationship: _____

Supervisor/Division Chief Approval _____ Date: _____

Bureau Chief Approval _____ Date: _____

Date submitted to OCR for processing _____

To completed by OCR

Received complete intern file _____

Returned file for completion to respective department _____

Date submitted to Administration for processing _____

Administration

Processed by _____

Date completed _____