

Internship Application

Internship ID # (*required*) _____ (found on the upper right of the Internship Posting)

Name (Last) _____ (First) _____ MI _____

Address _____

City _____ State _____ ZIP Code _____

Daytime Phone Number _____

Are you a U.S. citizen? Yes No

If not, are you an alien authorized to work in the U.S.? Yes No

Current Educational Institution _____

Major/Program of Study _____

Education Level High school Junior Senior
Undergraduate Student Freshman Sophomore Junior Senior
Graduate Student Year 1 Year 2 Year 3 Year 4

Expected Graduation Date (mm/yy) _____

NOTE: To maintain an Internship program at the New Jersey Department of Labor, no Intern can be employed by another public or private entity for the duration of the Internship.

[] By checking this box I affirm that the Internship will be my only source of employment for the duration of the Internship Program.

[] By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Type Name

Date (mm/dd/yyyy)

To apply, submit the following to NJDOLInterns@dol.nj.gov by **April 30, 2020:**

- Completed Application Packet
- Cover Letter
- Resume (including daytime phone number and email address)

Your email subject line should be **"Summer Internship Program Applicant"** with the Internship ID #.

Affirmative Action Information

This form is not part of your application for employment and is considered confidential information that will not be used in any hiring decision. The information obtained is to comply with State and Federal record keeping and reporting requirements and will be filed separately by the agency's Diversity Officer. Your cooperation is appreciated.

Job applicants are considered for all positions without regard to race, creed, color, national origin, sex, affectations or sexual orientation, age, religion, marital or veteran status, or disability.

Date _____ (mm/dd/yy)

Internship ID # _____
(from the Internship Posting, if applying for a specific opportunity)

Referral Source

- Advertisement Employee Relative Walk-In NJDOL Website
 School/College Program Employment Agency College Employment Website
 Other _____

Name (Last) _____ (First) _____ MI _____

Phone (Include Area Code) Daytime _____ Home _____

Sex Female Male

Race

- American Indian or Native Alaskan Asian
 Black or African American Native Hawaiian or Pacific Islander
 White 2 or More

Ethnicity

- Hispanic* Non-Hispanic

* Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

TO BE COMPLETED BY APPLICANT – NOT FOR INTERVIEW PURPOSES

TO BE FILED SEPARATELY WITH THE DOL DIVERSITY OFFICER

Personal Relationships Disclosure

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Department of Labor and Workforce Development (NJDOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJDOL employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/ domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/ domestic partner/civil union partner by blood, marriage or adoption, blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

NJDOL requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJDOL’s Equal Employment Opportunity Office (“EEO Office”) and/or the NJDOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, changing the reporting relationships or transferring any employees/interns involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

- I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of Labor and Workforce Development.
- I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

- Do you need more space for disclosure? YES (Write disclosure on next page.)
 NO

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant’s Name _____ Date _____
(mm/dd/yy)

Applicant’s Signature _____

This page for additional disclosure information, if needed

A large, empty rectangular box with a thin blue border, occupying the majority of the page. It is intended for providing additional disclosure information if needed.