

CITY OF LA MIRADA UNPAID INTERNSHIP PROGRAM APPLICATION



PERSONAL INFORMATION (PLEASE PRINT):

Date: ____/____/____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail address: _____ Home Phone # _____

Cell Phone #: _____ Drivers License or ID # _____

How did you hear about the Internship Program? _____

SCHOOL INFORMATION:

1. Are you currently enrolled in a college or university? Yes No

If yes, school name: _____

Anticipated Graduation Date: _____ Major: _____

2. Are you interning for school credit? Yes No Class Title: _____

Instructor Name: _____ # of hours needed: _____

Please tell us why you want to be an intern with the City of La Mirada?

ADDITIONAL INFORMATION:

A "YES" ANSWER TO ANY OF THE NEXT 3 QUESTIONS REQUIRES AN EXPLANATION BELOW:

1. Have you ever been employed or volunteered for the City of La Mirada? Yes No

2. Are you related to any current City of La Mirada employee, councilmember, or commissioner? Yes No

3. Have you ever been convicted of a crime? Yes No

PLEASE NOTE: A conviction is not an automatic bar to intern service with the City of La Mirada. Each case will be considered on its own merits pursuant to the City of La Mirada Criminal Background Checks and Securing Received Criminal History Policy. The City is **NOT** seeking information about convictions for possession of marijuana and certain other marijuana-related offenses that are more than two years old **if** the convictions resulted under California Health and Safety Code Sections 11357(b), 11357(c) (or a statutory predecessor), or Health and Safety Code Sections 11360(c), 11364, 11365, or 11550. You may exclude information about any such convictions on this application form. You may also exclude information about (i) any convictions that have been legally expunged, sealed, or statutorily eradicated (ii) a referral to and participation in any pretrial or posttrial diversion program; and (iii) any arrests that did not result in conviction.)

PLEASE NOTE: If California Public Resources Code Section 5164 covers the position for intern service, you will also be required to complete the Supplemental Application (Supplemental Application Pursuant to California Public Resources Code Section 5164 – Intern Being Considered for Position Involving Supervision or Disciplinary Authority Over Any Minor).

The City of La Mirada considers intern applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or disability, or any other legally protected status.

AVAILABILITY:

Total number of hours per week that you would like to intern: _____

On the following days, please indicate the hours that you are available:

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

SUNDAY _____

PLEASE INDICATE YOUR INTERESTS AND SKILLS IN THE FOLLOWING SECTIONS

DEPARTMENT PROGRAMS (check all that apply)

Community Services

- Afterschool Programs
- Aquatics
- Budgeting
- Communications/Press Releases/Newsletter Articles
- Community Services Administration
- Computers
- Early Childhood Education
- Graphic Design/Video Production
- Historical Programs
- Older Adults
- Social Services
- Special Events
- Tutoring
- Volunteer Programs
- Youth in Government
- Youth Sports
- Youth Education

SKILL:

List other training, special qualifications and skills, or certificates, which relate to this internship.

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications or character, to the City of La Mirada through inquiries of any source. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact, and I am aware that any misstatements or omissions of material fact may cause rejection of my application or discharge from any services in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition of my service, I may be required to complete a supplemental questionnaire regarding criminal history, and to successfully pass a criminal background check in accordance with City policy, which may include Live Scan fingerprint process and other service-related criminal background investigations. The City will pay the cost of the criminal background check.

SIGNATURE _____ DATE _____

Unpaid Interns under Federal Law

The Fair Labor Standards Act (FLSA) defines the term “employ” as “to suffer or permit to work”. 29 U.S.C. § 203(g). An “employee” means “any individual employed by an employer.” 29 U.S.C. § 203(e)(1). The U.S. Supreme Court has held that the definition “suffer or permit to work” under the FLSA was not intended “to stamp all persons as employees who, without any express or implied compensation agreement, might work for their own advantage on the premises of another” and was not intended to include each person “who, without promise or expectation of compensation, but solely for his personal purpose or pleasure, worked in activities carried on by other persons either for their pleasure or profit.” *Walling v. Portland Terminal Co.* (1947) 330 U.S. 148, 152.

Based on the Walling decision, the Wage and Hour Division of the Department of Labor developed the six factor test contained in Fact Sheet #71, that is used to determine if an individual is an “intern” and therefore exempt from the requirement for payment of minimum wages or overtime under the FLSA. In order to qualify as an “intern”, all of the following six factors must be met:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

The City of La Mirada’s unpaid internship program will follow the above six factors in order to meet the FLSA “intern” requirements.

I have read the above six factors and understand that the City of La Mirada’s unpaid internship program will follow the six factors in order to qualify its program as an “intern” under FLSA requirements.

PRINT NAME: _____

SIGNATURE: _____ DATE _____

CITY OF LA MIRADA
CRIMINAL HISTORY SUPPLEMENTAL APPLICATION
SUPPLEMENTAL APPLICATION PURSUANT TO CALIFORNIA
PUBLIC RESOURCES CODE SECTION 5164 – INTERN BEING
CONSIDERED FOR A POSITION INVOLVING SUPERVISORY OR
DISCIPLINARY AUTHORITY OVER ANY MINOR

Date: ___/___/_____

PERSONAL INFORMATION (PLEASE PRINT):

Last Name: _____ First Name: _____ MI: _____

California Public Resources Code Section 5164 prohibits the City of La Mirada from engaging a person for intern services at any park, playground or recreational center used for recreational purposes, in an intern position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Public Resources Code Section 5164 requires that each prospective intern complete an application that asks if the person has been convicted of any of the specified offenses. In addition, Public Resources Code Section 5164 provides for a criminal background check, which requires fingerprinting.

Since you are a candidate for intern service covered by Public Resources Code Section 5164 and/or Education Code Section 10911.5, please answer the following supplemental application questions. **Completion of the supplemental application and successful completion of a criminal history background investigation (including fingerprinting) is a condition of consideration for the intern position.**

You may attach additional sheets as necessary.

NOTE: All applicants must complete this Criminal History Supplemental Application form. Failure to complete, sign, and date this form will disqualify your application from further consideration for the position.

1. Have you ever been convicted of any crime? Yes _____ No _____

A. If your answer to Question #1 is yes, please describe the crime(s) for which you were convicted, the date(s) upon which you were convicted and each jurisdiction in which you were convicted. The specific statute(s) or ordinance(s) must be listed. (PLEASE NOTE: Convictions for marijuana-related offenses that are more than two years old need not be listed. You may also exclude any convictions which have been legally expunged or sealed. Conviction is not an automatic bar to service as an intern; each case is considered on its own merits pursuant to the City of La Mirada Criminal

Background Checks and Securing Received Criminal History Policy): _____

2. Have you ever been convicted of violation or attempted violation of any of the statutes listed in Subsection (A) below? PLEASE NOTE: You must include in your response any conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California. Yes _____ No _____

- A. The statutes specified in Public Resources Code Section 5164 include:
- Violations or attempted violations of Penal Code Section 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Penal Code Section 290, except for the offense specified in Penal Code Section 243.4 (d).
 - Any felony or misdemeanor conviction within 10 years of the date of the City's request, of the violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code; Penal Code Section 211 or Penal Code Section 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in Penal Code Section 12022 (b) in the commission of that offense; Penal Code Section 217.1; Penal Code Section 236; any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code; or any of the offenses specified in Penal Code Section 667.5 (c).
 - Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the City's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code; Penal Code Section 211 or Penal Code Section 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in Penal Code Section 12022 (b) in the commission of that offense; Penal Code Section 217.1; Penal Code Section 236; any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code; or any of the offenses specified in Penal Code Section 667.5 (c).

B. If your answer to Question #2 is yes, please list the crime(s) for which you were convicted, the date(s) of conviction and each jurisdiction in which you were convicted: _____

3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking? Yes _____ No _____

A. If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted: _____

4. Are you currently released on bail or on your own recognizance for any crime?
Yes _____ No _____

A. If your answer to Question #4 is yes, please describe the crime(s) for which you were charged, the date(s) upon which you were charged and each jurisdiction in which you were charged:

5. Are you willing to be fingerprinted in order that the City may screen you for your criminal background? If you answer "No", you will be disqualified from further consideration for this position.
Yes _____ No _____

DECLARATION

I, _____ hereby declare under penalty of perjury under the laws of the State of California that all information provided above is true, correct and complete to the best of my knowledge. I understand and agree that any false statement, misstatement or omission of material fact will be cause for disqualification from the application process or for immediate discharge from intern services, regardless of the lapse of time before discovery.

Applicant Signature

Date

Print or Type Name of Applicant

If a minor (under 18 years of age), parent/guardian please complete the following:

- I have read this notice and **will allow** my child to be fingerprinted.
- I have read this notice and **will not allow** my child to be fingerprinted, and I understand that he/she will be disqualified from further consideration for this position.

Signature of Parent/Guardian

Date

Type/Print Name of Parent/Guardian

Telephone Number