



## **MANAGEMENT INTERNSHIP PROGRAM (Unpaid)**

The City of La Puente Management Internship Program is designed to attract, develop and mentor individuals interested in pursuing a career in local government. Interns are placed in nearly every City department, including City Manager, Administrative Services (e.g., Finance, Human Resources), Community Services and Development Services (e.g., Planning, Public Works). Each Intern will work under the leadership of a staff person from the department to which they are assigned and will be provided with hands-on experience and specific project responsibility.

The primary objectives of the City's internship program are:

- Provide students with valuable professional public service experience that will enhance their skills and competencies.
- Give students an opportunity to learn first-hand how city government works.
- Create a new resource for students.
- Offer city departments feedback from fresh student perspectives.
- Discover potential candidates for employment.
- Provide city departments with additional staff support.

### **TYPICAL DUTIES**

This position involves municipal research and analytical work on an entry-level professional basis using various research techniques and methods. Interns study administrative systems, policies, and practices. Interns are given definite work assignments involving meaningful participation in a wide variety of problems including, but not limited to: Assisting with field and office studies; responding to inquiries from the public; resolving citizen complaints and concerns; preparing correspondence, notices, memorandums and reports; collecting and analyzing data and information; and providing general office assistance.

### **EXPERIENCE**

The ideal candidates will enjoy working in a fast-paced environment and have a combination of education and experience that provides the knowledge and skills required to perform a variety of administrative and analytical tasks. Although college/university students pursuing a degree in public administration, business administration, political science, or a related field are preferred, the City will accept applications from high school seniors who have at least a 3.5 grade point average (GPA) and want to explore a career in local government.

Additionally, the ideal candidate will:

- Communicate well orally and in writing;
- Possess strong computer skills;
- Propose solutions to problems;

- Have an interest in local government; and
- Work independently.

### **ABILITY**

Applicants should have the ability to plan, organize, and carry out administrative assignments and projects; ability to interpret and apply laws, regulations, policies, and procedures, contracts, guidelines, and professional practices; ability to understand and follow oral and written instructions; working knowledge of personal computer technology and commonly used software applications.

### **APPLICATION AND SELECTION PROCESS**

Applicants will need to submit:

1. A completed Unpaid Internship Program Application form (see attached).
2. A cover letter indicating applicant's ambitions, plans, and reasons for interest in the internship (up to three pages maximum), to be addressed to:

CITY OF LA PUENTE  
Attn: Administrative Services Director  
15900 E. Main Street  
La Puente, CA 91744

3. A current résumé (up to three pages maximum). Please be specific in listing education, including the name of the high school and/or college you are attending, your current grade point average (GPA), a list of extracurricular activities, and your hobbies and/or interests. Also include any previous work experience, volunteer work, and your future career goals.

Qualifications will be evaluated on the basis of all materials submitted in the application packet, including presentation of the information and job-related factors such as writing skills, communication skills, and problem solving abilities. The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the testing or interviews. Only the most qualified applicants will be invited to the next step of the selection process.

Applicants chosen for the program will be contacted by the City and scheduled for Live Scan fingerprints paid for by the City. Applicants may also be required to complete other background investigations. Applicants must also possess a valid driver license.

Internships are unclassified part-time at-will assignments and are not subject to the City's Personnel Rules. Internships are unpaid and limited to an average of 20 hours or less per week and no more than 960 hours in any fiscal year (July 1st – June 30). If an intern is transferred to another department within a single fiscal year, the 960 hour maximum would still apply and runs concurrently with any and all assignments within that year. All internships are at-will assignments and may be terminated at any time and have no appeal rights. Start-dates will vary based on the academic schedules of those selected.

### **ADDITIONAL QUESTIONS**

Please contact Troy Butzlaff, Director of Administrative Services, at 626-855-1500, Extension 515.



# CITY OF LA PUENTE 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 #: \_\_\_\_\_ Driver's 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 Puente? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 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 Puente?  Yes  No

2. Are you related to any current City of La Puente 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 Puente. Each case will be considered on its own merits pursuant to the City of La Puente 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 post trial 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 Puente 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 \_\_\_\_\_

IF APPLICABLE:

SATURDAY \_\_\_\_\_

SUNDAY \_\_\_\_\_

**PLEASE INDICATE YOUR INTERESTS AND SKILLS IN THE FOLLOWING SECTIONS**

**DEPARTMENT PROGRAMS (check all that apply)**

- Community Services
  - Communications/Press Releases/Newsletter Articles
  - Community Services
  - Older Adults
  - Special Events
  - Youth in Government
  - Other \_\_\_\_\_

- Administration
  - Human Resources
  - Finance
  - Public Information
  - Other \_\_\_\_\_

- Development Services
  - Land Use Planning/Community Development
  - Public Works
  - Transportation Issues
  - Other \_\_\_\_\_

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

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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 Puente 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 \_\_\_\_\_

## SUPPLEMENTAL INFORMATION

### 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 Puente’s unpaid internship program will follow the above six factors in order to meet the FLSA “intern” requirements

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I have read the above six factors and understand that the City of La Puente’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 \_\_\_\_\_



**APPLICATION FOR EMPLOYMENT**  
POSITION APPLIED FOR

Type or print this application in black ink only. A separate and complete application must be filled out for each position for which you are applying. Resumes or attachments may be included but cannot be substituted for an application form. Read the Employment Announcement thoroughly and apply only if you feel reasonably certain that you meet the minimum requirements of the position you are applying for. Incomplete or illegible applications will not be accepted. Fill out this Application completely. If a question does not apply to you, write N/A. NOTIFY US PROMPTLY IF YOU HAVE A CHANGE OF ADDRESS, PHONE OR EMPLOYER. Resumes will NOT be accepted in lieu of completed Applications. **Please return application to [lapuentehr@lapuente.org](mailto:lapuentehr@lapuente.org).**

<b>PERSONAL INFORMATION</b>				
First	Last	MI	Home Number	
Address			City	State    Zip Code
<b>Complete only if job related</b> Calif. Driver Lic. No. Restrictions			Exp. Date	Class
				Cell Number
				Social Security Number (Optional)

<b>EDUCATION</b>				
Select highest grade completed:	High School Graduate	Some College	Foreign Languages	
	Associate's Degree	Bachelor's Degree	Read:	
	Coursework beyond Bachelor's Degree		Speak:	
	Master's Degree or higher		Write:	
School Name	Did You Graduate?	Title of Degree Received	Major Subjects	Units Completed
	Yes    No			
	Yes    No			
	Yes    No			
Licenses/Certificates				

<b>EMPLOYMENT HISTORY</b>		
Resumes will not be accepted in place of a completed application form. Please list your most recent employment first. List all experience, including volunteer and military. Additional information may be attached to this application to fully describe related work experience. List as many actual job duties as possible.		
Dates	Employers	Duties
From Mo / Yr	Name of Employer	Your Title
To Mo / Yr	Address	Duties Performed
Hours Per Week	City, State and Zip Code	
Immediate Supervisor's Name	Phone Number	
		Reason for Leaving

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Dates	Employers	Duties
From Mo / Yr	Name of Employer	Your Title
----- Mo / Yr	Address	Duties Performed
Hours Per Week	City, State and Zip Code	
Immediate Supervisor's Name	Phone Number	Reason for Leaving

### ADDITIONAL INFORMATION

Are you able to perform all essential functions of the position with or without reasonable accommodation?	Yes	No
Can you, after employment, submit verification of your legal right to work in the United States?	Yes	No
Have you ever been employed with the City of La Puente?	Yes	No
Are you related to any City employee? <i>If so, please specify:</i>	Yes	No
Name of relative		
Relationship		
Have you ever been discharged, released from a probationary period, or resigned in lieu of being terminated? <i>If so, please explain:</i>	Yes	No

**Pursuant to AB218**, the City of La Puente will no longer request conviction information or proof of safe driving record at the time of application submission for paid employment. Only candidates who pass the application screening process will be required to provide conviction information. Conviction information will still be required with initial application for any position where a background check is required by law or exempt from AB218. Upon request for conviction information by the City, failure to disclose misdemeanor or felony convictions will result in termination or denial of employment. Newly hired employees are subject to being fingerprinted, to verify conviction history, prior to start of work. Pursuant to California Public Resources Code Section 5164, the City is prohibited from hiring an employee or volunteer to perform services at a park, playground, or recreation center, in a position having supervisory or disciplinary authority over any minor, when that person has been convicted of specified offenses.

#### NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT

The City of La Puente is an affirmative action/equal opportunity employer and prohibits discrimination against or harassment of any person employed by or seeking employment with the City of La Puente on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

I understand that any misrepresentation or deliberate omission in my application may be justification for termination or refusal of employment. If required, I agree to undergo a physical examination if a job offer is made and understand that employment is contingent upon meeting the City's physical requirements. I also authorize employers, schools or persons named in this application to give any information regarding my qualifications and character. I hereby release said employers, schools, persons and the City from any liability for damages for receiving or releasing information. I, if requested, agree to be fingerprinted. I further agree to furnish proof of citizenship or right to work.

Signature of Applicant

/        /  
 Month        Day        Year