

# VIRGINIA BEACH PARKS & RECREATION

**VBGOV.COM/PARKS**

## Internship Application

<b>Application Deadlines:</b>	<b>Semester:</b>
November 1.....	Winter/Spring
March 1.....	Summer
May 1 .....	Fall

**For all Therapeutic Recreation internship applications, the process of interviewing applicants/acceptance of interns will begin on these dates for the following semesters:**

September 1 . . . . . Winter/Spring  
January 1 . . . . . Summer  
March 1 . . . . . Fall

**The following information must accompany the Internship Application:**

- Cover letter to include statement of why you are interested in completing your internship with the Virginia Beach Department of Parks and Recreation
- Current Resume
- List of Strengths and Growth Areas as they would apply to your internship
- List of your Goals and Objectives for your Internship Experience
- Official Transcript noting Overall GPA and Field of Study GPA

Please Print or Type Legibly	
<b>Name:</b>	
<b>Address:</b>	
<b>City/State/Zip Code:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>College/University:</b>	
<b>Address:</b>	
<b>City/State/Zip Code:</b>	
<b>Major(s):</b>	
<b>Cumulative Grade Point Average (GPA):</b>	
<b>Grade Point Average in Field of Study:</b>	
<b>Graduation Date:</b>	

Name of Intern Placement Advisor: (From your college/university)	
Phone Number of Advisor:	
School Deadline Date for Internship Acceptance:	
I am applying for an internship to begin . . .	
And ending . . .	
Number of Hours Required:	

***Pledge: The information supplied by me in this application or supplemental documents is complete and true to the best of my knowledge. I understand any misstatement, misrepresentation or omission of material facts may cause forfeiture of all rights to participate as an intern with the City of Virginia Beach. I also understand that final acceptance into the internship program is conditional on the results of criminal history background checks.***

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Signature

Date

**Return completed application and requested information to:**

***Virginia Beach Department of Parks and Recreation  
2154 Landstown Rd.  
Virginia Beach, VA 23456  
ATT: Sherri Lee, Internship Coordinator  
(757) 385-0407; Fax: (757) 689-3638  
[slee@vbgov.com](mailto:slee@vbgov.com)***

Revised: 3.2018