

San Diego Region Water / Wastewater Internship Program

Send applications to Operations and Maintenance Department, Attention: Internship Program Administrator
 4677 Overland Avenue, San Diego, CA 92123
 Website at <http://www.H2Ointerns.com>, Email – H2OInterns@sdcwa.org

INTERNSHIP APPLICATION (Please fill out completely.)

The Internship Selection Committee considers applicants without regard to race, color, religion, creed, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, physical or mental disability, medical condition, or any other legally protected status.

| PERSONAL | | | |
|-----------------|----------------|------------|---------------------|
| Last Name | First | Middle | Date of Application |
| Street Address | City | State | Zip Code |
| Home Phone | Business Phone | Cell Phone | E-mail address |

| EDUCATION | | | | |
|-------------------------|--|-------|--|--------------------------------|
| Name Schools Attended | Location (Street Address, City & State) | Major | Did you Graduate? | Certificate/ Diploma/Degree |
| High School/GED | | | Yes <input type="checkbox"/> No <input type="checkbox"/> If no, # units completed | |
| College/University | | | Yes <input type="checkbox"/> No <input type="checkbox"/> If no, # units completed | |
| Trade, Technical School | | | Yes <input type="checkbox"/> No <input type="checkbox"/> If no, # units completed | |

SPECIAL TRAINING, SKILLS AND QUALIFICATIONS (Attach additional sheet, if needed)

Water or wastewater courses completed:

Water or wastewater courses currently enrolled in:

Computer software and other skills:

Special license(s) and/or certification(s):

Special training and qualifications:

Last Name:

EMPLOYMENT and/or MILITARY EXPERIENCE

(Start with your present or last job. Include any job-related military service assignments and volunteer activities.)

| | | | |
|---|---------------------|----------------|------------|
| 1. Employer | Job Title | Dates Employed | |
| | | From (mo/yr) | To (mo/yr) |
| Address | | | |
| Supervisor | Telephone Number(s) | | |
| Reason(s) you left or your desire to leave this job | | | |
| Work Performed | | | |

| | | | |
|---|---------------------|----------------|------------|
| 2. Employer | Job Title | Dates Employed | |
| | | From (mo/yr) | To (mo/yr) |
| Address | | | |
| Supervisor | Telephone Number(s) | | |
| Reason(s) you left or your desire to leave this job | | | |
| Work Performed | | | |

| | | | |
|---|---------------------|----------------|------------|
| 3. Employer | Job Title | Dates Employed | |
| | | From (mo/yr) | To (mo/yr) |
| Address | | | |
| Supervisor | Telephone Number(s) | | |
| Reason(s) you left or your desire to leave this job | | | |
| Work Performed | | | |

| | | | |
|--|----------------------------|---|--|
| 4. Military Service | Job Title or Military M.O. | Discharge Date | |
| | | | |
| Address | | | |
| Supervisor | Telephone Number(s) | Honorable Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reason(s) you left or your desire to leave the service | | | |
| Work Performed | | | |

If you need additional space, please continue on a separate sheet of paper and/or include a resume.

Employers listed above may be contacted unless you indicate those you do not want contacted.

DO NOT CONTACT

Employer # (s):

Reasons:

Have you been convicted of a crime (other than a misdemeanor traffic violation) within the last 7 years? (A conviction will not necessarily disqualify applicant from the internship opportunity)

No Yes

If yes, please explain

Last Name:

How did you learn about this internship opportunity?

Internet

Name of Website

Other

Friend

Relative

Describe

Palomar College

Cuyamaca College

STATEMENT OF INTEREST Describe your reasons for interest in the San Diego Region Water/Wastewater Internship Program. **Submit a one-page type written essay describing why you would like to participate in the San Diego Region Water/Wastewater Internship Program.**

CERTIFICATION

THE INFORMATION PROVIDED IN THIS APPLICATION FOR INTERNSHIP IS TRUE, CORRECT, AND COMPLETE. I UNDERSTAND THAT, IF SELECTED, ANY MISSTATEMENT OR OMISSION OF FACT ON THIS APPLICATION MAY RESULT IN MY DISMISSAL.

I AM WILLING TO UNDERGO A CRIMINAL BACKGROUND CHECK, DMV RECORDS CHECK, PHYSICALS, AND DRUG TESTS, AS CONDITIONS OF PARTICIPATION IN THE INTERNSHIP PROGRAM. THE COST OF THE REQUIRED SAFETY EQUIPMENT AND CRIMINAL BACKGROUND CHECK IS APPROXIMATELY \$200.00, AND IS THE RESPONSIBILITY OF THE APPLICANT.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an intern to successfully perform the essential functions as the intern moves through the four career experience modules of the program. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

While performing the duties, interns are regularly required to walk; talk or hear in person; sit; climb or balance; stoop, kneel, crouch or crawl; smell; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands or arms. Interns are frequently required to stand. Interns may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties, interns are regularly required to use oral and written communications skills; read documents, blueprints or instructions; analyze and solve problems; observe, read, and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; analyze and solve problems, observe and interpret situations, deal with changing, intensive deadlines; and interact with other employees, other organizations, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An intern may be assigned to work under office and/or field conditions. Field work is performed in outside moderate to extreme weather conditions, and in and near traffic. The intern frequently works on slippery or uneven surfaces and may be exposed to fumes or airborne particles, sewage, and raw and treated wastewater, toxic or caustic chemicals, and risk of electrical shock. The intern works near moving mechanical parts and in precarious and confined places. The noise level in the work environment may be moderate to very loud.

CALIFORNIA DRIVERS LICENSE

While performing the duties, interns may be required to drive company vehicles and must possess a valid California Drivers License.

APPLICANT MUST COMMIT TO PARTICIPATE IN THE INTERNSHIP PROGRAM FOR THE ENTIRE 33-WEEK TERM. THE INTERN COMMITMENT AGREEMENT IS ATTACHED AND MUST BE SIGNED AT TIME OF APPLICATION.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

APPLICANT'S SIGNATURE

DATE

Application Checklist: *A complete application includes the following:*

1. Application
 2. Applicant Data Collection Form
 3. Statement of Interest
 4. Intern Commitment Agreement
- Incomplete applications will NOT be considered.

Last Name:

APPLICANT DATA COLLECTION FORM

As an Equal Opportunity employer, the San Diego County Water Authority is required to submit periodic reports regarding applicants and current interns. To aid the Water Authority in its commitment to support Affirmative Action and Equal Opportunity programs and to report accurate information, we ask your cooperation in completing this form. You are under no obligation to complete this form and your response will not affect your application in any way. Any information you volunteer on this form will be kept confidential.

- Please check one:

Female

Male

- I consider myself to be (please check only one in this section):

- WHITE, NOT OF HISPANIC ORIGIN (Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.)
- BLACK, NOT OF HISPANIC ORIGIN (Persons having origins in any of the black racial groups of Africa.)
- HISPANIC (Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese culture or origin.)
- AMERICAN INDIAN OR ALASKAN NATIVE (Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.)
- ASIAN OR PACIFIC ISLANDER (persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.)

Please complete if applicable.

- VETERAN OF THE VIETNAM ERA (Active duty of more than 180 days any part of which occurred Between August 5, 1964 and May 7, 1975, with a release or discharge other than dishonorable.)
U.S. Military Service from _____ to _____
- DISABLED VETERAN (Any person entitled to disability compensation under laws administered by the Veterans Administration or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.)
- DISABLED (Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment or is regarded as having such an impairment.)

This applicant data collection form is being submitted in conjunction with my application for the participation as an intern in the San Diego Region Water/Wastewater Internship Program.

Applicant's Name

Date of Application

Last Name:

San Diego Region Water / Wastewater Internship Program

APPLICANT'S STATEMENT OF INTEREST
(One Page Only)

Last Name:

San Diego Region Water / Wastewater Internship Program

INTERN COMMITMENT AGREEMENT

| | |
|----------------------------------|---|
| Confirmation of agreement | Interns accepted into the San Diego Region Water / Wastewater Internship Program commit and agree to complete assigned work tasks, abide by company and agency policies, including random drug testing, and seek assistance for workplace problems during the 33-week term of the program. Interns will receive diversified experience in water / wastewater careers provided by host agencies throughout San Diego County. |
| Schedule | The term of the internship begins with the first day of internship program orientation and ends after the internship graduation event, as described in the San Diego Region Water / Wastewater Internship Program Calendar. |
| Concurrent enrollment | Interns shall be concurrently enrolled in water and/or wastewater technology courses at Palomar Community College or Cuyamaca Community College. Interns agree to remain enrolled in the cooperative education course, Regional Water / Wastewater Internship (Elective 225) at Palomar Community College, and maintain a minimum grade of "C" in all water / wastewater related course work. |
| Hourly rate | Interns shall be paid \$10.00 an hour by host agency, and will work a minimum of 20-hours per week, beginning one week before the fall community college semester. |
| Expenses | Interns are responsible for the following expenses related to the program: <ul style="list-style-type: none">• Safety work boots and work clothes• Books and Tuition |
| Hours of work | Hours of work will vary from one career experience module to the next module; however, work hours typically range from 6:30 a.m. to 5:30 p.m. Interns may work more than the minimum 20-hours a week and interns may work shift work hours, if mutually agreed to by host agency and intern. When the host agency observes holidays, the 20-hours may be made up by adjusting hours in week before or after the holiday at the host agency's discretion. |
| Overtime | Overtime is not anticipated or guaranteed. However overtime will be paid at no less than one and one-half (1 ½) times the straight time hourly rate of pay when in excess of ten (10) hours per day and in excess of forty (40) hours in one week. Overtime shall not interfere with nor impair the intern's ability to attend community college courses. |

Continued on next page

INTERN COMMITMENT AGREEMENT, Continued

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|---|--|
| Travel | Interns shall provide own transportation to and from the work place. Work places may be anywhere within San Diego County. Commuting distances will be considered when assigning interns to host agency; however, interns agree to report to work on time despite distances traveled. |
| Valid California Drivers License | Interns are required to have and maintain a current valid California Drivers License for the entire 33-weeks of the internship program. |
| Advancement | <p>Interns advance from one career experience module to the next subject to review and recommendation by the host agency and Internship Program Committee. To advance from one module to the next, the intern shall have met the following:</p> <ul style="list-style-type: none">• Satisfactory completion of work hours, including attendance and punctuality, and homework assignments.• Satisfactory completion of work instruction and performance of tasks in accordance with safety requirements.• Satisfactory completion of water and/or wastewater technology courses, maintaining no less than "C". |
| Mentors | Interns will work under the guidance and instruction of a qualified mentor to achieve the career experience module objectives. |
| Career experience module rotations | Interns will rotate through four different career experience modules: System Operations, Water Treatment, Wastewater Treatment, and System Maintenance over the course of 33-weeks. The personalized internship schedule may vary due to career experience module availability and host agency needs. Schedules of rotation will be worked out with the intern at the beginning of the program or as soon as is practicable. |
| Safety | Interns are responsible for personal safety and safety of others in the workplace. Host agencies provide safety training appropriate to the work tasks assigned to the intern. Interns agree to only work on those tasks for which they have received safety training. |
| Other terms | Interns will not receive benefits or insurance, other than Workers Compensation, from host agencies or from the internship program. Interns may be given physicals, drug tests, and security background checks by each host agency as part of the host agency's routine new employee process. |

I agree to abide by the policies, procedures, and expectations of the internship program and to fulfill my responsibilities to the best of my ability as an intern. I am committed to working a minimum of 20-hours a week and participating fully over the 33-weeks of the San Diego Region Water / Wastewater Internship Program.

APPLICANT'S SIGNATURE

DATE

