



We Are Columbia

# City of Columbia

## The Mayor's Fellows Application

### Overview

The Mayor's Fellows program provides both undergraduate and graduate-level students the opportunity to gain first-hand knowledge of how a high-energy local government office operates. This program caters to students satisfying class credit, fulfilling internship requirements, or those simply wishing to gain experience working in public service, the community, and the governmental arena.

### Responsibilities

Activities include assisting policy staff with research in various fields that may affect departments/agencies within the City of Columbia, helping with special research projects, researching current City of Columbia policy, and assisting with research in specially designated areas. Interns will receive an opportunity to work alongside the Municipal Association and identify best practices.

City of Columbia's office hours are Monday through Friday from 8:00am to 5:00pm.

Selected students will be asked to dedicate ten to twenty hours per week to the internship program. The internship will begin **Monday, January 14th** for the **Spring** semester. If you are interested in this program please apply immediately.

Professional dress is required for all interns.

### Who May Apply

While the City of Columbia's fellowship program is open to all students, the Fellows must be professional and responsible.

## How to Apply

The attached application, along with a resume and personal statement, should be completed and mailed, emailed, or faxed to:

City of Columbia  
Attn: The Mayor's Fellows  
1737 Main Street  
Columbia, South Carolina 29201

Fax to (803) 733-8633

spjohnson@columbiasc.net

*\*In an effort to conserve paper, if you are able, please email the completed application.*

Should you have any questions regarding the internship program or application, please contact Sam Johnson, Intern Coordinator, at (803) 545-3075.

Applications will be accepted until **January 7, 2013**. The Fellowship for the **Spring** semester will be from **January 14th** to **April 29th**.

**Please note that this is an unpaid internship program.**

**City of Columbia**  
The Mayor's Fellows Application  
Please type or print in **blue** or **black** ink

**Internship Information**

Full Name: \_\_\_\_\_  
(Last) (First) (Middle)

Preferred: \_\_\_\_\_

Desired Internship Session: Fall:  Spring:  Summer:

Projected start and end dates \_\_\_\_\_ (m/d/yr)

**Availability:**

I understand that I am applying for an unpaid internship and am available at the following times:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

For class credit?: Yes  No

If yes, what class?: \_\_\_\_\_

Class instructor and phone number: \_\_\_\_\_

Do you currently have any obligations that would interfere with your internship (i.e. school or social commitments, paying job, etc)? Yes  No

If yes, please explain: \_\_\_\_\_

## Personal Information

Permanent Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_

School: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are a minor (under age 21), list the name(s) of your parent(s)/guardian(s): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Are you a registered voter? Yes  No

What is your state of legal residence? \_\_

Prior Political/Government/Campaign Service: \_\_\_\_\_

Have you applied to a City of Columbia internship program before?

Yes  No

If yes, when: \_\_\_\_\_

## Educational Information

College Attending: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Current Year: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Extracurricular Activities/Community Involvement: \_\_\_\_\_

Honors/Awards/etc: \_\_\_\_\_

Special Interests: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

Career Plans: \_\_\_\_\_

High School attended and graduation date (please include city and state):

\_\_\_\_\_

## Security questions

Have you ever had any disciplinary or administrative actions taken against you by your school, either past or current?      Yes  No

Have you ever had any disciplinary actions taken against you by an employer, either past or current?      Yes  No

Have you ever been convicted of, or are you now under charges, for a misdemeanor or criminal offense, including DUI/DWI? (When answering this question, you may omit (a) traffic fines, (b) any offense committed before your 18<sup>th</sup> birthday which was adjudicated in juvenile court or under a youth offender law, and (c) any conviction the record of which has been expunged under federal or state law. Being convicted of or charged with a misdemeanor or felony will not necessarily disqualify an applicant.)

Yes  No

Have you ever used, possessed, supplied, manufactured, or sold any illegal drugs or controlled substances?      Yes  No

If you answered "yes" to any of these questions, please provide a detailed explanation of each offense, including dates, on a separate page.

## Resume

Please attach a resume and three references.

## Certification

I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that giving a false answer to any question, or withholding or omitting any information requested, may be grounds for the denial of this application and/or dismissal from the internship program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date