

THE CITY OF KNOXVILLE  
**CIVIL SERVICE**  
**JOB ANNOUNCEMENT**

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.  
Web Address: [www.cityofknoxville.org](http://www.cityofknoxville.org)

3003

# Intern I

01/13/06

## Temporary/Part-Time Positions

Drug testing is required for entry-level appointments.

**HOURLY RATE OF PAY:** \$8.00/hour

These are temporary part-time positions. Scheduled hours of work may vary from department to department.

- Official application must be submitted to the Civil Service Office. Documentation of continued student enrollment is required. Class schedules must be submitted prior to employment (unless working during an off term). Transcripts must be turned in at the end of the semester to ensure continued employment as an Intern.

Progress toward a degree must be demonstrated for Interns who work longer than one school year.

The maximum duration permitted for an Intern I is 1,560 hours, to be worked within three (3) years from the date of first employment as an Intern I. An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and Intern II exceed 2,080 hours.

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### RESPONSIBILITIES

Under close to general supervision, performs a wide variety of para-professional/technical duties in support of various departments. Intern I's may be assigned to any of the various departments. Work assignments vary according to departmental assignment. Examples of work that may be performed by an Intern I include: conducts research for assigned department; assists with complex or comprehensive projects or solely handles smaller projects; provides professional/technical input to supervisory personnel; conducts surveys, analyzes data and formulates recommendations.

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### MINIMUM REQUIREMENTS

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline:**

- Must be a currently enrolled undergraduate student in an accredited university/college program with a minimum of twelve (12) semester hours completed.
- Must EITHER have a minimum current course load of nine (9) semester hours or be off for the term (i.e., summer term).
- In order to work as an Intern I, during an off term an individual either (1) must have worked the previous term as an Intern I while carrying nine (9) semester hours or, (2) must have completed twelve (12) semester hours during the previous school term.

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A detailed position description is available for review upon request in the Civil Service Department.

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***Note: Background checks will be conducted.***

**AN EQUAL OPPORTUNITY EMPLOYER**

**The City of Knoxville does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.**

**CITY OF KNOXVILLE  
CIVIL SERVICE DEPARTMENT  
APPLICANT INFORMATION FORM**

Please complete and submit this form with your application. In order to comply with Federal regulations, this information is required. No information contained on this form will be used in making employment decisions. (TYPE OR PRINT NEATLY USING BLACK INK)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  Male  Female  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ MM / DD / YY

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

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 (City) (State) (Zip Code)

Home Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Business Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
 (Area Code) (Area Code)

Cell Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Race: (select one or more )

- American Indian or Alaskan Native** (Persons having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment)
- Asian** (Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. To include for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American** (Persons having origins in any of the Black racial groups of Africa)
- Hispanic or Latino** (Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)
- Native Hawaiian or other Pacific Islander** (Persons having origins in any of the original peoples of Guam, Hawaii, Samoa, or other Pacific Islands)
- White** (Persons having origins in any of the original peoples of Europe, the Middle East or North Africa)

EMPLOYMENT STATUS: (select one)

- Not a City of Knoxville Employee  Current City of Knoxville Employee  Former City of Knoxville Employee

TYPE OF EMPLOYMENT DESIRED: (select one)

- Permanent Full-Time  Permanent Part-Time  Temporary Full-Time  Temporary  Part-Time  Any

**Do Not Write Below This Line -- For Civil Service Use Only**

Employment Status: _____	Date of Application: ____/____/____	Date Received
Date of Employment: ____/____/____	Class Code: _____	
Date of CS Status: ____/____/____	Date of Test: ____/____/____	
Satisfactory Perf. Rating: <input type="checkbox"/> Yes <input type="checkbox"/> No	Time of Test: _____ AM PM	
Veteran's Status: _____ <input type="radio"/> DD214	T & E Score: _____	

- Application (signed/dated)  Resume  Transcripts  Diploma  T&E/Supplemental  Licenses/Cert.  Accommodation Request

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Rec'd By: \_\_\_\_\_

- Educ. \_\_\_\_\_  Lic./Cert. \_\_\_\_\_  Past Deadline  Enter Score  Application Incomplete  Failed T&E  
 Exp. \_\_\_\_\_  Pref. \_\_\_\_\_  Schedule for Test  Unqualified  Others More Qualified  Other \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT  
CITY OF KNOXVILLE, TENNESSEE**

**400 Main Street, Suite 569 • City County Building • P.O. Box 1631 • Knoxville, TN 37901  
Telephone: (865) • 215-2106 • Jobline: (865) • 215-2JOB (215-2562) • Telecommunication Device (TDD) (865) • 215-2900**

The City of Knoxville provides a public personnel system based on merit principles. Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or any other prohibited basis of discrimination, as provided under applicable state and federal law. The City of Knoxville complies with the provisions of the Non-Smoking Protection Act. **Notice to Applicants with Disabilities:** If you require accommodation(s) in the application or testing process, you must submit a completed City of Knoxville Applicant Accommodation Request form to the Civil Service Office.

**APPLICATION INFORMATION**

<i>Title of Position Desired</i>	<i>Date</i>	<i>CIVIL SERVICE USE ONLY</i>
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Are you a current City of Knoxville employee?  Yes  No  
If yes, please list: \_\_\_\_\_ Hire Date: \_\_\_\_\_

\_\_\_\_\_ Current Job Classification \_\_\_\_\_ Department \_\_\_\_\_ Supervisor

**GENERAL INFORMATION**

*First Name* \_\_\_\_\_ *Middle Name* \_\_\_\_\_ *Last Name* \_\_\_\_\_

*Street Name* \_\_\_\_\_ *Apartment No.* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

*Home Telephone:* (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ *Business Telephone:* (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

*Social Security Number:* \_\_\_\_\_ *E-mail Address:* \_\_\_\_\_

*Driver's License Number:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Type of License:* \_\_\_\_\_

Are you at least 18 years old?  Yes  No, If no employment is subject to verification that you are of minimum legal age.

Have you ever been convicted of any felony, misdemeanor or violation of any law, ordinance, or police regulation?  
No  Yes,  If yes, explain fully what, where, and results (i.e., paid fine, served jail sentence, etc.). Conviction will not necessarily disqualify an applicant from employment. The recency, severity, and pertinence **of the conviction to the job** will all be considered. \_\_\_\_\_

**EDUCATION**

<i>Institution</i>	<i>Name</i>	<i>Location (City &amp; State)</i>	<i>Major</i>	<i>Degree/Hours</i>	<i>Year</i>
<i>High School</i>				<input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
<i>Technical School</i>					
<i>College #1</i>					
<i>College #1</i>					
<i>Graduate School</i>					

**VETERANS ONLY**

Was your discharge other than "Honorable or "Under Honorable" conditions?  No  Yes If yes, explain fully: \_\_\_\_\_

*Branch of Service:* \_\_\_\_\_ *Date enlisted:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_ *Date of Separation:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Did you receive a medical discharge?  No  Yes If yes, what is your disability rating? \_\_\_\_\_%

**You must submit a copy of your discharge (DD214) with the application.**

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## Employment History

**Begin with your current or most recent employer and provide the information requested.**

1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name of Supervisor

Job Duties: \_\_\_\_\_

Did you operate a vehicle requiring a CDL for this job? \_\_\_\_\_  Yes  No

Employment Dates (Mo./Yr.) From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name of Supervisor

Job Duties: \_\_\_\_\_

Did you operate a vehicle requiring a CDL for this job? \_\_\_\_\_  Yes  No

Employment Dates (Mo./Yr.) From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

3.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name of Supervisor

Job Duties: \_\_\_\_\_

Did you operate a vehicle requiring a CDL for this job? \_\_\_\_\_  Yes  No

Employment Dates (Mo./Yr.) From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact this employer?  Yes  No

Additional Skills or Qualifications: \_\_\_\_\_

Have you ever been discharged or asked to resign from any job?  No  Yes If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**Read and Sign:** These answers are true and complete to the best of my knowledge. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered. I authorize the City of Knoxville to make a thorough investigation of all statements contained in this application, my past employment, education, and job-related activities, and I release from all liability all persons, companies, and corporations supplying such information. I understand that drug testing is required for entry-level appointments.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This application cannot be processed without a signature.**

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## **INTERN POLICY CIVIL SERVICE DEPARTMENT**

**Attention: All applicants for Internship must submit a copy of most recent transcripts, class schedules, and official Student ID with the application in order to be considered. Applications not containing these items cannot be processed and will be returned to the applicant.**

### **INTERN I:**

Must be a currently-enrolled undergraduate student in an accredited college or university program with a minimum of twelve (12) semester hours completed and a minimum current course load of nine (9) semester hours or be off for the term (e.g., summer term). In order to work as an Intern I during an off term an individual either:

- (1) must have worked the previous term as an Intern I while carrying nine (9) semester hours), or
- (2) must have completed twelve (12) semester hours during the previous school term.

### **INTERN II:**

Must be a currently enrolled graduate student in an accredited college or university program with a minimum course load of six (6) semester hours or be off for the term (e.g., summer term). In order to work as an Intern II during an off term an individual either:

- (1) must have worked the previous term as an Intern II while carrying six (6) semester hours, or
- (2) must have completed nine (9) semester hours during the previous school term.

### **DURATION:**

\*For Intern I, a maximum of 1,560 hours to be worked within three (3) years from the date of first employment as an Intern I.

\*For Intern II, a maximum of 1,040 hours to be worked within two (2) years from the date of first employment as an Intern II.

An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and an Intern II exceed 2,080 hours.

### **ELIGIBILITY:**

Documentation of continued student enrollment is required. Class schedules, transcripts and copy of student ID must be submitted prior to employment and transcripts must be turned in at the end of the semester/quarter to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year.