



Internship Application Form

Today's Date: _____

Personal Information

Last name _____ First Name _____ Middle Initial _____

Current Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone Number _____

Have you previously been employed or volunteered at the Green Bay Botanical Garden? YES NO

If yes, when and what did you do? _____

Education Information

College/University _____ Major _____

Degree awarded or working toward _____

Number semesters completed _____ Anticipated Graduation _____

Graduation Date _____ GPA _____

Internship Information

For which position are you applying?

Year Round Opportunities: Education Special Events Communications/Marketing

Summer Only: Summer Garden

Term(s)

Summer Semester (May-August)

Spring Semester (February-May)

Fall Semester (September-December)

Will you seek academic credit for this internship? YES NO

If seeking credit, you are responsible for obtaining and meeting the specific program requirements of your academic institution IN ADDITION TO Green Bay Botanical Garden's requirements. The Garden will provide the necessary documentation upon request.

Please provide contact information (if any) for your academic advisor.

Name _____

Email _____ Phone Number _____

Check the days you will be available:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

If applying for Summer Internship, can you dedicate 35-40 hours per week to Green Bay Botanical Garden?

YES NO If no, how many hours would you dedicate to be here per week? _____

If applying for Fall or Spring Internship, can you dedicate 10-15 hours per week to Green Bay Botanical Garden?

YES NO If no, how many hours would you dedicate to be here per week? _____

Continue to the back side of this application.

Internship Application Form

Describe any special skills or training you have that qualifies you for the position? (800 characters or less)

Do you have experience in any of the following? (Check all that apply.)

Biology

Environmental Science

GIS/GPS

Public Speaking

Customer Service

Event Planning

Invasive Species Control

Writing

Education

Gardening

Marketing/Sales

Working with Children

References

Please provide three professional or academic references. *Do not list friends or relatives.*

Name _____ Phone Number _____

Email Address _____

Relationship _____ How long have you know this reference? _____

Name _____ Phone Number _____

Email Address _____

Relationship _____ How long have you know this reference? _____

Name _____ Phone Number _____

Email Address _____

Relationship _____ How long have you know this reference? _____

Attachments

Please submit the following materials as part of your application packet.

Resume: Attach a resume in which you list relevant coursework, work experiences and other personal experiences that relate to the internship for which you are applying.

Personal Statement: On a separate sheet of paper, write a short letter describing why an internship at Green Bay Botanical Garden, and the specific internship for which you are applying, relate to your academic and career goals. This should answer the question, "Why do you want to intern at Green Bay Botanical Garden?" Please keep the statement to one page.

Letter of Recommendation: One letter of recommendation from a current or former professor or employer must be emailed by the recommender to relevant department below.

Additional Materials: Select internships may require additional materials. See position description for details.

Return all application materials via email to the department relevant to your application:

Special Events Internship: events@gbbg.org

Education Internship: lgustke@gbbg.org

Communications/Marketing Internship: marketing@gbbg.org

Summer Garden Internships: lhendricks@gbbg.org