

Chickasha Public Library Internship

Internship Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Have you ever been convicted of a felony? YES NO

If yes, explain:

The internship constitutes a commitment of a minimum of 100 hours over the course of the summer, starting May 13, 2024, through July 31, 2024, which will average out to about 10 hours a week. Can you commit to this schedule?

Yes No (circle one)

Youth Services programs/events are typically held Tuesdays at 2 p.m., Thursdays at 10 a.m. and 2 p.m. and Storytime Wednesdays at 10 a.m. and 2 p.m. The Summer Reading Kick-off "Welcome Camp Chickasha Lake Campers" will be held on May 23, 2024 at Centennial Park from 11 a.m. – 1 p.m. Your hours that day will be 9-3. You will need to be available to help with this event. You would also be needed to help set up and take down activities at least 30 minutes prior to and after each event. Are there any times or dates when you foresee you will be unavailable?

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

Major: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

References

Please list two professional references. (work references or teachers)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Please help us get to know you by answering the following questions. (Attach another sheet if needed.)

Why are you interested in being an intern for the Chickasha Public Library?

Have you ever volunteered or worked at the library or elsewhere? If so, please describe your experiences.

What experiences and/or skills will you bring to the library as an intern? For example, what are your interests, hobbies, classes, and extracurricular activities?

One part of this internship will involve assisting with youth services programs. How do you feel about this and about working with children and/or teens? Describe any experience you may have.

Another part of this internship may involve creative work like helping with crafts and library displays. How do you feel about this? Describe any experience you may have.

Another part of this internship may involve tracking statistics. Describe your experience and/or comfort level with computer software such as Microsoft Excel or Google Docs.

The library internship may also involve working with younger teen volunteers, children, and infants. How do you feel about doing this?

Is there anything else you would like us to know as we consider your application?

Thank you for applying!
Please return this application via email to Drew.cooper@chickasha.org or to the Chickasha Public Library 527 W Iowa Ave. Chickasha, OK 73018 Attn: Drew Cooper

***Funding for this internship made possible by a generous contribution from the**
Friends of the Chickasha Public Library