



6704 SE 122nd Avenue Portland, OR 97236
503-823-1671 - office
503-823-9504 - fax
www.leachgarden.org

2018 COLLEGE/UNIVERSITY INTERNSHIP APPLICATION

Application packets must include the following documents:

- Internship application
- Cover letter explaining why student is applying for the position
- Current resume detailing horticulture-related work history
- College/university transcript (does NOT have to be an official copy) showing all classes taken and cumulative GPA
- Two letters of reference: one from an instructor and one from a current or past employer

All applications must be postmarked by March 15, 2018. Electronic submissions will be accepted, but must have a time stamp of 24:00 March 15, 2018.

Incomplete packets will not be considered. Send all required materials together.

We are sorry that we cannot accept international (including Canada) applications at this time.

For more information, please contact Courtney Vengarick, *Garden Curator*, at 503-823-1670 or cvengarick@leachgarden.org.

PERSONAL INFORMATION

Application Date: _____

Name:

Last First Middle

Current Address:

Street (Apt) City, State Zip

Previous Address:

Street City, State Zip

Contact Information:

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Home Telephone Mobile Email

How did you learn about Leach Botanical Garden Internship?

College/University:

Location:

City, State

Major:

Degree to be Earned:

Expected Graduation Date:

Will you be receiving course credit for this internship?

Yes

No

Does this internship fulfill degree requirements?

Yes

No

What do you expect to gain from this internship?

Emergency Contact Information:

In case of accident or illness please contact:

Name:

Address:

Telephone:

Email:

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. **Successful candidate will need to undergo a background check prior to hire.** If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature:

Date:

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.