



## **NASSAU COUNTY HUMAN RIGHTS COMMISSION**

<https://www.nassaucountyny.gov/414/Human-Rights-Commission>

### *Internship opportunities:*

The Nassau County Commission on Human Rights (NCCHR) offers internship programs all year long. All internships are voluntary/unpaid positions. College credit is offered for students in conformance with their college or university's requirements. Interns will be assigned different projects based on their area of study and interest, and in coordination with the NCCHR's needs. When the internship is completed, the NCCHR will conduct an exit interview during which the intern will be evaluated.

### Essay Question:

Please answer one of the two essay questions:

1. Why do you want to intern with the NCHRC and what do you hope to gain from the experience?
2. What is your current career path and how do you want this internship to further your abilities?

To apply for an internship, please submit a cover letter, essay (1 page), resume, academic transcript and the intern application addressed to Rodney McRae via email:

[rmcrae@nassaucountyny.gov](mailto:rmcrae@nassaucountyny.gov)

# NCCHR Internship Application

| APPLICANT INFORMATION  |     |                          |    |                          |                   |                          |    |                          |        |      |  |
|--|-----|--------------------------|----|--------------------------|-------------------|--------------------------|----|--------------------------|--------|------|--|
| Last Name  |     |                          |    |                          | First             |                          |    |                          | M.I.   | Date |  |
| Street Address   |     |                          |    |                          |                   |                          |    | Apartment/Unit #         |        |      |  |
| City   |     |                          |    |                          | State             |                          |    |                          | ZIP    |      |  |
| Phone  |     |                          |    |                          | E-mail Address    |                          |    |                          |        |      |  |
| Date Available   |     |                          |    | Social Security No.      |                   |                          |    |                          |        |      |  |
| Position Applied for   |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| Have you ever worked for Nassau County?                        | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If so, when?      |                          |    |                          |        |      |  |
| Have you ever been terminated from any employment for cause?   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If yes, explain   |                          |    |                          |        |      |  |
| Have you ever been convicted of a criminal offense?            | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If yes, explain   |                          |    |                          |        |      |  |
| Has any state ever suspended or revoked your driver's license? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If yes, explain   |                          |    |                          |        |      |  |
| EDUCATION  |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| High School  |     |                          |    |                          | Address           |                          |    |                          |        |      |  |
| From   |     | To                       |    | Did you graduate?        | YES               | <input type="checkbox"/> | NO | <input type="checkbox"/> | Degree |      |  |
| College  |     |                          |    |                          | Address           |                          |    |                          |        |      |  |
| From   |     | To                       |    | Did you graduate?        | YES               | <input type="checkbox"/> | NO | <input type="checkbox"/> | Degree |      |  |
| Other  |     |                          |    |                          | Address           |                          |    |                          |        |      |  |
| From   |     | To                       |    | Did you graduate?        | YES               | <input type="checkbox"/> | NO | <input type="checkbox"/> | Degree |      |  |
| REFERENCES   |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| <i>Please list an academic and/or professional reference</i>   |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| Full Name  |     |                          |    |                          | Relationship      |                          |    |                          |        |      |  |
| Company  |     |                          |    |                          | Phone             |                          |    |                          |        |      |  |
| Address  |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| MILITARY SERVICE   |     |                          |    |                          |                   |                          |    |                          |        |      |  |
| Branch   |     |                          |    |                          | From              |                          |    |                          | To     |      |  |
| Rank at Discharge  |     |                          |    |                          | Type of Discharge |                          |    |                          |        |      |  |
| If other than honorable, explain                               |     |                          |    |                          |                   |                          |    |                          |        |      |  |

**PREVIOUS EMPLOYMENT**

|   |    |                    |
|---|----|--------------------|
| Company   |    | Phone              |
| Address   |    | Supervisor         |
| Job Title   |    |                    |
| Responsibilities  |    |                    |
| From  | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that the work of the NCCHR is confidential and agree to abide by the terms Nassau County Code of Ethics, which I have reviewed prior to signing this document.

Signature

Date