



WINNEBAGO COUNTY

— ILLINOIS —

Internship Program

A Winnebago County Diversity Initiative

Winnebago County has established its internship program with the following goals:

- Build a diverse pool of skilled, young leaders today
- Retain diverse leaders tomorrow

To be considered for the internship program, applicants must meet the following criteria:

1. Has the potential to develop into a future leader of our community
2. Interested in career paths associated with the departments and functions within county government; for a listing, visit <http://wincoil.us/departments/>
3. Commit to 4-20 hours per week for the duration of the internship period
4. Students must have a minimum GPA of 3.0
5. Permanent residence within Winnebago County (preferred)

To apply for the internship program:

Complete the online application. Applications will be accepted through the Human Resources Department job postings application available at <http://wincoil.us/departments/human-resources/employment-opportunities/>.

Attach to your application, the following:

- o **Interest form.** Complete the interest form (see page 2.)
- o **Recommendation form.** Ask a teacher, principal, coach, community leader, elected official, or similar to recommend you by completing the recommendation form (see page 3.)
Nominations by immediate family members will not be accepted.
- o **Evidence of GPA.** Student applicants must provide evidence of grade point average of 3.0 or above. (e.g. transcript, report card)

Other recommended attachments (optional):

- o **Cover letter.** Submit a formal cover letter regarding your interest in the internship program.
- o **Resume.** Submit a resume describing your work history, volunteer experience, and education.
- o **Evidence of permanent address.** To receive local preference, please provide documentation indicating your permanent address within Winnebago County.

Questions? Contact Winnebago County Human Resources Department at hr@wincoil.us, 401 Elm St, Ste 220, Rockford, IL 61101, (815) 319-4285.



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Internship Interest Form

Applicant Name: _____ **School:** _____

Applicant Phone: _____ **Applicant Email:** _____

About the Applicant:

Do you consider yourself a current or future leader? Why?

What are your career interests?

How long are available to intern? Provide date range, if applicable.

What days and hours are you available to intern?

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Are you required to complete an internship? If so, please describe or attach the requirements for your internship.

What do you believe the benefit will be to you by participating in this internship program?

Applicants must submit this interest form with their online application.

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Internship Recommendation Form

Applicant Name: _____ School: _____

Applicant Phone: _____ Applicant Email: _____

Nominator Name: _____

Relationship to Applicant: _____

Nominator Signature: _____ Date: _____

Nominator Phone: _____ Email: _____

About the applicant:

What makes this applicant a good candidate for an internship at Winnebago County?

What do you believe the applicant will gain by participating in the Council?

What do you believe the applicant will contribute to the Council peer group by participating in the internship program?

Nominator has discussed program expectations with the nominated applicant? ___ Yes ___ No

Applicants must submit this nomination form with their online application.

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