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**Moody Gardens®
Human Resources Internship Application**

Thank you for your interest in the Moody Gardens® Human Resource Apprenticeship Program. Please note that this is an unpaid apprenticeship and housing/food/travel stipends are not provided. Apprentices must commit to a regular schedule (16-20hrs per week in the fall and spring) (20-40hrs per week in the summer) for a short-term period of at least 3 months.

Application Schedule:

Spring Internship: January-March
 Applications accepted until December 1st.

 Start by January 15th

Summer Internship: June-August
 Applications accepted until May 1st.

 Start by June 1st

Fall Internship: September-November
 Applications accepted until August 1st

 Start by September 15th

As the apprenticeship is unpaid, Moody Gardens® does not provide any medical coverage for on or off the job injuries or incidents.

Molly Willems
Volunteer Coordinator

Ross Polk

Human Resources Director



**Moody Gardens®
Internship Application Information**

To apply for an apprenticeship within the Human Resource section at Moody Gardens® you must:

1. Be currently enrolled as a sophomore or higher in an accredited college or university.
2. Have a minimum of one year course work in a major field of study to be applied during the internship.
3. Must have a minimum 2.0 GPA at the time of internship.
4. Submit an application.
5. Submit a cover letter.
6. Submit a resume.
7. Submit answers to the application questions.
8. Submit an unofficial or official copy of your current transcripts.
9. Submit two letters of recommendations.
10. Undergo a phone or on site interview based off current geographic location.
11. Commit to 16-20 hours a week for 12 weeks for the fall or spring internship program and a 20-40 hours a week for 10 weeks during the summer internship.
12. Must be able to pass a background check.
13. Meet expectations as outlined under ‘Apprenticeship Expectations’

Please mail or e-mail completed application materials to:

Molly Willems
Moody Gardens-Volunteer Coordinator
One Hope Boulevard
Galveston, TX 77554

 volunteers@moodygardens.org

Please note: Incomplete application packets will not be considered. Letters of recommendation may be sent separately.

**Moody Gardens®
Human Resources Internship**

**Goal of Apprenticeship:**

The goal of the Moody Gardens Apprenticeship is to support the Human Resources department and provide pre-professional, experiential learning opportunities for individuals who commit their time working towards Moody Gardens mission: *a public, non-profit education destination utilizing nature in the advancement of rehabilitation, conservation, recreation, and research.*

**Apprenticeship Benefits:**

* Learn all aspects of recruiting and on boarding.
* Learn all aspects of benefit administration.
* Become familiar with each area of Human Resource.
* Work closely with Human Resource staff, Moody Gardens employees, and interact with guests.
* Moody Gardens Annual Pass after completion of internship.

**Apprenticeship Expectations/ Responsibilities:**

* Must be on-time!
* Work 16-20 hours a week for at least 12 weeks in fall/spring semesters and 20-40 hours a week for 10 weeks in summer semester.
* Set schedule prior to the start of the Apprenticeship with morning shifts running from 9:00am to 1:00pm and afternoon shifts running from 1:00pm to 5:00pm Monday through Friday.
* Capability of lifting a minimum of 50 pounds, climbing ladders, and stairs.
* Interactions with Moody Gardens® visitors. Be prepared to answer questions from the public.
* Proficient in Microsoft Office.
* Excellent organization skills.
* Must be detailed oriented and reliable.
* Must be able to maintain confidentiality.
* Must do a project approved by staff.
* Must turn in a Daily Log of experience.
* Must present project findings to staff and volunteers in a formal poster presentation format.
* Be prepared to work in all weather conditions.

**Apprenticeship Dress:**

* Business casual.
* Name tag must be worn at all times.
* All clothing must be presentable with no holes or rips.

**Moody Gardens®
Human Resource Internship Application**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Field of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any previous intern experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Where did you learn about the internship program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courses and experience applicable to this internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Have you ever interned, volunteered or worked for Moody Gardens® before? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which internship semester are you applying for: Fall Spring Summer

Dates available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any special requirements your school may have: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Emergency contact information**

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ THIS STATEMENT CAREFULLY!**

I hereby affirm that the information given by me on this application is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal from the Intern Program. I authorize a thorough investigation to be made concerning my character; general reputation, employment and education background and criminal record whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents, and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted.

Internship Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Molly Willems
Volunteer Coordinator (800)582-4673 ext. 4108 Moody Gardens (409) 683-4108
One Hope Boulevard fax (409) 683-4929 Galveston, TX 77554 volunteers@moodygardens.org

For office use only:
Date Received: \_\_\_\_\_\_\_\_\_\_\_
Interview date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Orientation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Uniform and nametag\_\_\_\_\_\_\_\_\_\_\_



**Moody Gardens®
Human Resource Internship Short Essay Questions**

1. Briefly describe your long-and short-term goals and where you see yourself 5 years from now.
2. Discuss a special attribute or accomplishment that sets you apart.