



Our Policy

The City of Foley provides internship opportunities for the express benefit of participants work experience and training in specialized skills and does not derive immediate advantage from the activities performed by the interns. These opportunities do not displace regular employees. Interns are not City employees and receive no benefits. The City of Foley, the educational institution and the intern understand that the intern is not entitled to a job at the conclusion of the internship.

Student Personal Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ E-Mail: _____

City of Foley Departmental Information

Department: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Educational Institution Information

School Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ E-Mail: _____

City of Foley Intern Application / Agreement



To be completed by Intern: Itemize special skills or experience intern is seeking to gain through this arrangement.

To be completed by Educational Institution: Itemize general activities that will be performed in order to provide the above mentioned skills and experience.

Will intern receive academic credit? _____Yes _____No

Duration and Schedule of Internship

Begin Date: _____ End Date: _____

Approximate Number of Hours per Week: _____

Person to Notify in Case of Emergency

Name: _____ Relationship: _____

Phone: _____ E-Mail: _____



Agreement and Signature

This document does not serve as an employment contract but rather specifies the goals, intent and details of the arrangement between the intern and the City of Foley.

Conditions of Agreement

- Intern is not considered an employee of the City of Foley.
- Intern arrangement does not provide compensation or employee benefits of any kind.
- Intern is not entitled to employment with the City of Foley at conclusion of arrangement.
- Intern will be required to have a background investigation completed before beginning internship and a physical examination and testing for drugs or controlled substances of any kind or nature, in which the physician or technician making the test may use such procedures as in their sole opinion is proper.
- City of Foley is not liable for injury sustained or health conditions that may arise for the intern during the course of this arrangement.

Name of Intern (please print): _____

Signature: _____ Date: _____

School Approval (print name): _____

Signature: _____ Date: _____

Foley Department Head Approval (print name): _____

Signature: _____ Date: _____

City of Foley HR Director Approval (print name): _____

Signature: _____ Date: _____

City of Foley Mayoral Approval (print name): _____

Signature: _____ Date: _____