

Niles-Maine District Library  
**High School Summer Intern Application**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_ School \_\_\_\_\_ Current Grade \_\_\_\_\_

Please give information for two references who we may contact for a recommendation. They could include a current/former teacher, coach, school librarian, community partner, etc., but NOT a family member or friend.

Name \_\_\_\_\_ Phone &/or e-mail: \_\_\_\_\_

Name \_\_\_\_\_ Phone &/or e-mail: \_\_\_\_\_

**This internship constitutes a commitment of 5-6 hours/week during the summer over 10 weeks, which will total 55 hours. It also requires availability to work weekday and some weekend hours.**

Can you commit to this?    Yes    No    *(circle one)*

What will your schedule look like this summer? Are there any times or dates when you will be unavailable?

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**Please help us get to know you by answering the following questions.** *(Attach another sheet if needed.)*

Why are you interested in being the High School Summer Intern for the Niles-Maine District Library?

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Have you ever volunteered or worked at the library or elsewhere? If so, please describe your experiences.

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Please tell us about your skills and interests. How will working in the library help you to build on these skills and interests?

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*Turn Over for Further Questions*

One part of this internship will involve assisting with outdoor youth services programs. How do you feel about this and about working with children and younger teens? Describe any experience you may have.

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Other parts of this internship may involve working behind the scenes on a computer, and online promotion of the library. Describe your experience and/or comfort level with social media and computer software.

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Is there anything else you would like us to know as we consider your application?

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If you have a resume, you may attach it to the back of this application.

Thank you for applying!

**Please return this application by email to [teen@nileslibrary](mailto:teen@nileslibrary) or in-person to the Teen Services Desk of the Niles-Maine District Library no later than April 29, 2024.**

Applicants may be contacted for interviews in early May.

