

Internship Program

Thank you for expressing an interest in our Internship Program. The Bernier, Carr & Associates Internship Program was established to provide architecture, engineering, surveying, and construction management students an opportunity to experience the "real world" and to put the theories a student has learned into practice.

To participate in our Internship Program, an intern candidate must have a minimum GPA of 2.67. A candidate shall also provide the following:

- ◆ A letter requesting consideration and why you would like to be included in our Program including your area of interest.
- ◆ Application for Internship Program.
- ◆ A resume.
- ◆ A copy of your full transcript from your College/University (an unofficial transcript is acceptable).
- ◆ ***Application Deadline: March 15, 2011***

We receive numerous applications to our Internship Program each year. It is advised that your application be submitted as soon as possible for consideration in this competitive program. If you wish to apply for a position this year, please provide all the information requested so as not to jeopardize consideration of your application.

Should you have any questions concerning the Internship Program, please do not hesitate to contact:

Mr. Mark B. Kimball, P.E.
Principal / Structural Engineer

BERNIER, CARR & ASSOCIATES
 ENGINEERS & ARCHITECTS
 327 Mullin Street
 Watertown, New York 13601
 (315) 782-8130

**APPLICATION FOR
 INTERNSHIP
 PROGRAM**

NOTE: If you require more space than provided, please attach separate sheet(s).
Type or Print clearly in ink.

DIRECTION

This application is to be completed and returned with a cover letter, resume, and college transcript (an unofficial copy will be accepted), addressed to Mr. Mark B. Kimball, P.E. The cover letter should include, at a minimum, your career goals (short term and long term), educational goals, background and the reasons you believe you would be a good candidate for acceptance in Bernier, Carr & Associates' Summer Internship Program. Feel free to include any other pertinent information to highlight your particular talent and/or experience.

PERSONAL

NAME			
HOME ADDRESS STREET		APT. NO.	CITY
STATE		ZIP	
SCHOOL ADDRESS STREET		APT. NO.	CITY
STATE		ZIP	
HOME PHONE	SCHOOL PHONE	BEST TIME TO CALL	

TODAY'S DATE
REFERRED BY:
DATES AVAILABLE:
FROM: TO:

EDUCATION

NAME AND LOCATION	FROM	TO	CURRICULUM	DATE GRADUATED
HIGH SCHOOL				
COLLEGE			MAJOR DEGREE	
OTHER				

Most recent year of school completed _____.
 Please attach a copy of your transcripts of every semester completed.

SPECIAL SKILLS OR TRAINING (Such as Auto CAD experience, Construction, Survey and/or Drafting.)

EMPLOYMENT (Start With Most Recent)

FROM	TO	EMPLOYER	PHONE (____)	CITY, STATE
JOB TITLE		DUTIES		
SUPERVISOR'S NAME				
STARTING SALARY/WAGES				
FINAL SALARY/WAGES		REASON FOR LEAVING		

EMPLOYMENT CONTINUED (If additional space is required, attach a separate sheet).

FROM	TO	EMPLOYER	PHONE ()	CITY, STATE
JOB TITLE		DUTIES		
SUPERVISOR'S NAME				
STARTING SALARY/WAGES				
FINAL SALARY/WAGES		REASON FOR LEAVING		

POSITION(S) DESIRED (i.e., Engineering, Architectural, Construction or Surveyor. Please be specific.)

HOURS/DAYS AVAILABLE

REFERENCES

NAME	ADDRESS	RELATIONSHIP	PHONE

APPLICANT'S STATEMENT

I certify that statements made by me on this form are true and correct. I understand that if chosen for the Summer Internship Program, any false statement on this application can be considered cause for dismissal. I authorize investigation of all statements contained in this application for temporary employment as may be necessary in arriving at an employment decision.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

PERSONNEL ACTION

APPLICATION: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Received _____ DATE	COVER LETTER: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Provided	TRANSCRIPTS: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Provided
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Interviewed by _____ Date _____

REMARKS