



G.E.M. Environmental NFP  
**Youth Conservation Program  
Internship Application Form**



Internship positions are open for all that wish to apply. GEM Environmental is an **equal opportunity employer** and does not discriminate on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. However, we strongly encourage women, minorities, those considered by the State of Arizona to be low income, first-generation students, and veterans to apply. Successful candidates must be willing to commit to work in an environment including a diverse community of participants for the duration of their specified term. Individuals interested in obtaining a Public Land Corp (PLC) certification with 2-year non-competitive hiring status for federal employment must be between the ages of 16-30 or 35 for veterans at the time of their enrollment, and must serve at least 120 hours of their term spent outdoors in the field completing service directly related to their project.

**Answer all the following questions honestly and completely, to the best of your knowledge**

If more room is needed to sufficiently answer any of the following questions, please attach your answers in a separate, but appropriately named document(s), that include question titles and corresponding numbers.

1. What is the project title and number for the internship you are applying for? From Job Posting
2. What is your full, legal name? Have you ever been known by any other names or aliases? If so, include below.
3. Provide a physical address where you receive mail.
4. Provide your personal telephone number and preferred email address.
5. List your employment status: U.S. Citizen, U.S. National, or Lawful Permanent Resident of the U.S.
6. Provide the date of your birth as recorded on your Birth Certificate.
7. If you are under the age of 18, can you provide the written consent of a parent or legal guardian that is willing to regularly communicate with GEM staff about your employment through the duration of your term?
8. Are you currently enrolled in an accredited Community College or University? If so, provide the name of your school and your expected graduation date? Or List the name of your High School or GED program.
9. If you are enrolled in college, are you a first-generation college student? If you have had a parent or guardian earn a 2-year or 4-year college degree from an accredited institution, write no as your answer.
10. All interns are required to undergo a thorough criminal background check and your eligibility to serve as a program participant depends on the results of this background check. Please list any circumstances that might prevent you from being able to pass/obtain proper clearance?
11. Have you ever been convicted of a felony? Yes No
12. Have you been convicted of a DUI or any other traffic related offenses that might affect your ability to drive company or government vehicle? Yes No
13. Per the GEM Code of Conduct, all employees and interns are required to pass regular and/or random drug and alcohol testing. Are you willing to submit to a pre-employment toxicology screening? Yes No



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**Physical Questions:** The following questions are circumstantial and will not disqualify you from consideration.

14. If necessary, are you willing or able to work more than 8 hours in a day? Yes No
15. Are you able to lift more than 20 pounds on a regular basis? Yes No
16. Do you have any objections to working outdoors, sometimes in inclement or unfavorable weather? Yes No
17. Are you able to work on your feet for more than 4 hours a day? Yes No
18. Are there any reasonable workplace accommodations necessary before you start work?  
If so, please list. (Disabilities will not be disclosed in accordance with the ADA) Yes No

**Optional Demographics:** Your answers to the following questions are used for internal reporting purposes only, collected demographic statistics are used to ensure our programs remain consistent with our organization's mission.

19. What is your estimated household income? <\$40,000 \$40,000 - \$74,999 >\$75,000
20. What is your estimated individual income? <\$25,000 \$25,000 - \$49,999 >\$50,000
21. What is your gender? Male Female Prefer not to answer Other \_\_\_\_\_
22. What racial and ethnic group(s) do you identify as? (Mark all that apply)  
Asian Black/African Caucasian Hispanic/Latinx Native American Pacific Islander  
Prefer not to Answer Other \_\_\_\_\_
23. Are you a Veteran of the U.S. Armed Forces? Yes No
24. If so, can you furnish a DD-214? Yes No

**Short Essay Questions: Answers to the following questions must be answered in an attached PDF**

Responses will be graded on content, grammar, and the applicant's ability to clearly convey their intended point.

25. Provide a clear and concise statement explaining how you believe this internship will benefit you and help to progress your professional and/or academic career.
26. Reflect on a time where you were at a disadvantage when compared to your peers. How did you handle that situation and describe any influences that impacted your outlook?
27. Explain a situation where you had difficulty completing an assigned task and describe what obstacles or adversity you had to overcome in order to prevail?

**Please include the following documents as separate PDF attachments to your application packet**

28. A Cover Letter and Professional Resume including 3 references
29. A least one Letter of Recommendation from a faculty member from your current or previous school (Letter of Recommendations should be emailed directly to our internship selection committee at [Internships@gemenvironmental.org](mailto:Internships@gemenvironmental.org) not submitted with application packet, applications will not be processed without a verifiable Letter of Recommendation)
30. Any other documents you would like to include in your application packet will be accepted

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

By signing above you agree to abide by GEM Environmental's [Code of Conduct](#) which is also available for download on the organization's website at the bottom of the following page <https://www.gemenvironmental.org/about.html>