2018 Paddlefish Research Internship Application

INSTRUCTIONS

To be considered, your completed application MUST INCLUDE the following items:

1. Personal Info / Faculty Internship Authorization page
2. Essay
3. ODWC Application for Employment (5 pages)
4. ODWC background check form
5. College transcript indicating a natural resource curriculum (official transcript required for first-time applicants)

This application process is competitive, therefore only complete applications can be considered.

Please mail entire completed application packet to
Oklahoma Department of Wildlife Conservation
Attention: Paddlefish Research Internship
PO Box 1201 Jenks, OK 74037

Or deliver in person to the ODWC Jenks office at 300 S Aquarium Drive, Jenks, OK 74037.

Application deadline is Friday, January 19, 2018.

Successful applicants will be notified by Friday, January 26, 2018.

Hiring paperwork will need to be completed IN PERSON at the ODWC Jenks Office during the hours 7:30am – 2:30pm on Monday or Tuesday February 5-6, 2018. This is mandatory and details will follow.

The positions begin March 1 and end April 30, 2018 with competitive opportunities for summer employment.

A mandatory hands-on training and orientation session will be held Saturday, March 3, 2018 at 10am – 5pm at the Paddlefish Research Center 61091 E 120 Rd Miami, OK 74354.
2018 Paddlefish Research Internship

Personal Information
Last Name:_____________________________________   First Name:_____________________________________
University:____________________________________________________________________________
Year in School: FR, SO, JR, SR, GRAD   Major:__________________________ (Please include a transcript.)
Are you able to travel to Miami, OK (near Grand Lake)? YES / NO
Please indicate your work availability: WEEKDAYS (Tues – Thurs), WEEKENDS (Sat – Sun), BOTH/EITHER
Some of the work involved will take place outdoors, in inclement weather, and will be physically tasking.
Are you able to lift a 50lb object? YES / NO
Driving state vehicles is essential to this job. Do you have a valid driver’s license? YES / NO
Are you currently or have you been previously employed by ODWC in any capacity? YES / NO
Where and when?______________________________________________________________________

Essay Instructions
On a separate page or pages, please type a brief essay which describes your interests in this internship and in your future as it pertains to fish and wildlife. At minimum, please answer the following:
1) What do you hope to learn or gain from this internship experience with ODWC?
2) Considering that this application process is competitive, what makes you stand out among other candidates?
3) What are your collegiate and/or career goals?

Faculty / Internship Credit Authorization (Optional)
To be completed by university faculty member:
My signature below indicates that I have discussed the benefits and requirements of this ODWC internship with the student named above and I support his or her participation. The student will earn undergraduate research or internship credits in the amount listed below upon satisfactory participation and completion of the ODWC internship.

Faculty signature:______________________________________________________________________
Faculty name (please print):______________________________________________________________
Credit hours for internship*:____________________ Course Code:______________________________
*Work hours will take place during the period March 1 to April 30, 2018. Interns will be required to work a minimum of 16 hours per credit. Ideally, these hours will be distributed over the term to maximize student exposure to various activities.
Oklahoma Department of Wildlife Conservation
An Equal Opportunity Employer
Application for Employment

(Type or Print) Do not use pencil

Date: ______________________________  Position Applying For: Paddlefish Research Internship 2018

Name: _________________________________________________________________________________________________

Address: _________________________________________________________________________________________________

Telephone: (Home) _____________________________ Social Security Number: _____________________________________
(Work or Cell)  _________________________________ Driver’s License Number:  ____________________________________

Email: ________________________________________ Driver’s License State: ______________________________________

If applying for internship, what period of time would you be available to work? ___________________________________________

Will you accept work in any area of the state? __________  If no, specify preference: ________________________________

When will you be available for employment? _____________________________________________________________________

Are you willing to travel in the performance of your duties? ________ Overnight? ________ A week at a time? ______

How did you learn about this job? ____________________________________________________________________________

Are you a U.S. Citizen? ________ If not a U.S. Citizen, please provide alien registration number: __________________________

Are you related to anyone currently working for the Department of Wildlife? _____ Yes _____ No

If yes, list their name(s) and how you are related: ________________________________________________________________

Have you ever been convicted of any offense including traffic violations: Yes _____ No _____ If yes, please explain below:
_______________________________________________________________________________________________________

Convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.

Your previous residences for the past ten years: Use additional sheet of paper if necessary.

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<th>Dates</th>
<th>Street Address</th>
<th>City</th>
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Application deadline: Friday January 19, 2018
Oklahoma Department of Wildlife Conservation

APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **will not be considered as part of the application for employment.**

★ This form will be separated from the application ★

Name: ________________________________________________________________

Last                                                                             First                                                                M.I.

Address:________________________________________________________________________________________

Mailing Address

City                                                                                         State                                                  Zip Code

Day Phone (  ) __________________  Social Security Number: __________________________

Position Applied for:  Paddlefish Research Internship 2018

Voluntary Information

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<tr>
<th>Gender:</th>
<th>Birth Date:</th>
<th>Ethnic Origin (check one)</th>
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How did you find out about this job?

☐ State Employee  ☐ Newspaper  ☐ Job Fair

☐ College/University Career Day  ☐ Professional Publication  ☐ Television

☐ O.D.W.C.’s Human Resource Office  ☐ Agency Web Site – Internet

☐ Other: ________________________________________________________________

Signature _______________________________________________ Date ________________

The Oklahoma Department of Wildlife Conservation will make all decisions regarding recruitment, hiring, promotions, terminations, and other terms and conditions of employment without discrimination on grounds of age, race, color, creed or religion, sex, national origin, physical or mental disability, or other factors which cannot be lawfully used as the basis for employment decision.

The Department hires only U.S. Citizens and aliens authorized to work in the United States.
List all employment, STARTING WITH PRESENT OR MOST RECENT EMPLOYER. Account for all periods, including unemployment and military service during the past ten years. Use additional sheet of paper, if necessary.

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<tr>
<th>Dates</th>
<th>Name, address, phone of employer</th>
<th>Job Title</th>
<th>Supervisor’s Name</th>
<th>Salary</th>
<th>Reason for Leaving</th>
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Summary of your duties and responsibilities for the above listed jobs as relates to position applying for: ________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

History of experience as a supervisor: ____________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

If you have Military service, please complete the following: (write N/A if not applicable) ________________________________

Date(s) of Military Service: ________________________________ to ________________________________

Branch of Service: ________________________________ Full-time? _________ National Guard or Reserve? ______

Highest rank attained: ______________________________________________________________________

What was your job or specialty? ______________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Type of discharge:  □ Honorable  □ Other than Honorable  (Explain below if Other than Honorable)
List three references (preferably previous employers) not related to you:

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List office, scientific, industrial or farm equipment, machinery or heavy tools you can effectively operate, and rate your ability on each, if appropriate to position applied for:

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List any other special skills you have: __________________________

You may include samples of papers or reports you have written. These items will not be returned to you.

### Education

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<th>Attended (Mo. and Yr.)</th>
<th>Type of School</th>
<th>School Name and Location</th>
<th>Graduated? Yes or No</th>
<th>Degree (BS, etc.)</th>
<th>Major field of Study</th>
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* Transcript enclosed: Yes _____ No _____

* When the position requires college courses or degree, you must enclose a copy of your college transcripts before this application is complete and can be reviewed. To receive credit for education beyond high school, a transcript or certificate must be enclosed.
Pre-Employment Statement

I give the Department of Wildlife Conservation the right to make a thorough investigation of my past employment and activities, including the release of employment, education, financial, legal, and other records, and I agree to cooperate in such investigation. I release from all liability or responsibility all persons, companies, corporations or agencies providing investigative information. I consent to taking such pre-employment physical, mental and drug-use text examinations as may be required by the Department. I agree to abide by such laws or rules as set by or observed by the Oklahoma Wildlife Conservation Commission. I understand that any false answers or statements made by me on this application, or any supplement thereto or in connection with the above mentioned investigation, will constitute justification for immediate termination of my employment.

Applicant’s Signature: ___________________________ Date: __________________

Application must be signed.

The Oklahoma Department of Wildlife Conservation emphasizes a policy of Equal Employment Opportunity. Decisions regarding recruitment, hiring, terminations and other terms and conditions of employment are made without discrimination on grounds of race, color, age, creed or religion, sex, national origin, disability or other factors which cannot be lawfully used as the basis for an employment decision.

Please Note:
Be sure application is complete and return to:

Oklahoma Department of Wildlife Conservation
Attention: Paddlefish Research Internship
PO Box 1201
Jenks, OK 74037
or in person at the ODWC Jenks Office 918-299-2334

www.wildlifedepartment.com

Application deadline: Friday January 19, 2018
CONFIDENTIAL

Information for Background Check

Applicant’s Name: ____________________________________________

Maiden Name: __________________________

List any alias or nicknames: __________________________________

Address: _________________________________________________

City, State, & Zip Code: _________________________________

Home phone: (_____) ___________________

Race: ________ Gender: Male Female Date of Birth: _________

Social Security Number: ___________________________

Current Driver’s License #: __________________________ State: ______

Have you had a Driver’s License from another State? YES NO

If yes what State(s): _________________________________

** Note: if selected for the position, you will be contacted by Human Resources via the email address on your application with a link to complete an online background check. Please be sure to complete this task in a timely fashion to expedite the hiring process.

Remarks or Comments: