

CONSERVATION & EDUCATION
OAKLAND ZOO



Volunteer Internship Application

For a full program description, visit: <http://www.oaklandzoo.org/programs-and-events/animal-care-internships>

Please submit this application along with:

- **A cover letter** explaining why you are applying for an Internship (500 words or 1 page max)
- **Your resume.** Your unofficial school transcript can be submitted in lieu of a resume if you are a student.
- **Two professional or educational letters of recommendation.** Letters from volunteer supervisors and coaches are acceptable as well. These can be sent with your application or emailed separately.

All materials must be submitted by the application deadline. Late applications will not be accepted. Please send all attachments in .pdf, .docx, .doc, or .jpg format.

Deadlines are: **March 15th** for Summer, **July 15th** for Fall, and **November 15th** for Winter.

General Info:

Name _____

Phone: _____ Are you 18 years old or older? ☐ Yes ☐ No

Email: _____

Address: _____
Number & Street City State Zip

Emergency Contact: _____
Name Relationship Phone

Medical Insurance Provider or Physician: _____
Name Phone

Do you have any physical limitations or medical conditions that limit you from performing certain duties? ☐ No ☐ Yes – Explain:

Are you currently taking any medications which might affect your ability to work with animals or people? ☐ No ☐ Yes – Explain:

Have you ever been convicted of a felony? ☐ No ☐ Yes – Explain:

Education:

School: _____ Major: _____

☐ Currently enrolled – Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Grad Student

☐ Graduated – Graduation year: _____ ☐ Attended but didn't graduate

Zoo and Program Information:

Session applying for: ☐ Summer (Start dates between May 15th and June 25th depending on your school schedule)
☐ Fall (Start dates after September 1st)
☐ Winter (Start dates after January 1st)

Earliest possible start date: _____ Latest possible end date (return to school): _____

Have you volunteered or worked for the Oakland Zoo before? ☐ No ☐ Yes – In what capacity?

Maximum number of hours you can volunteer per week:

- ☐ 16 hours (2 full days per week for 18 weeks)
☐ 24 hours (3 full days per week for 12 weeks)
☐ 36 hours (4 full days per week for 8 weeks) **36 hours/week is NOT available for the Summer Session.*

If your school/university has a summer break less than 12 weeks (transitioning from quarters to semesters), 36 hours per week is fine for the summer. For 2018, this includes CSUEB, Cal Poly SLO, and any others that may be in this situation.

Actual number of hours for the program may vary depending on available shifts and the number of interns accepted

Days available: **Sun** **Mon** **Tues** **Wed** **Thurs** **Fri** **Sat**

- Circle all days that you are available to work.
- Work days are 8-4:30 for most strings. String 5 works 6:30 – 3:00 weekdays and 7:30 – 4:30 on weekends.
- All interns are required to work at least 2 full days.

T-shirt size (unisex sizes): ☐ Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large

Please rank the following programs from 1 – 3 in your order of interest, 1 being your preferred area. If you are not interested in a particular program, please leave that selection blank:

Animal Care: _____ **Conservation:** _____ **Commissary:** _____

For the Animal Care Internship, are you willing to work with any species? ☐ Yes ☐ No – Explain:

- Full program descriptions and Animal Care string descriptions can be found at:
http://www.oaklandzoo.org/literature_172934/Details_of_the_Intern_Program_and_String_Descriptions
- Certain programs are very limited. If your preferred program is not available, we will try to consider you for one of the other programs. Placement in any program is not guaranteed.
- While we will try to match you to the animals you are interested in, our main goal is to give you the opportunity for a varied animal experience. We cannot guarantee placement on a particular string. You will be assigned based on your interest and the needs of the animal care department.

I certify that the information provided on this application is current and accurate. I understand that any falsification or misrepresentation of this or any other personal record will disqualify me from consideration or participation in the Oakland Zoo's Intern Program.

Applicant's Signature

Date

Please submit this application along with the other required documents via email (preferred):

internships@oaklandzoo.org or via mail: The Oakland Zoo Internship Program P.O. Box 5238 Oakland, CA 94605.

Late or incomplete applications will not be accepted. If you have questions, email internships@oaklandzoo.org.