



<b>APPLICANT INFORMATION</b>			
Last Name:		First:	M.I.:      Date
Street Address:		Apartment/Unit #:	
City:		State:	ZIP:
Phone:		E-mail Address:	
Are you a citizen of the United States?      YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>EDUCATION</b>			
High School:		Address:	
From:	To	Did you graduate?      YES <input type="checkbox"/>	
College:		Address:	
From:	To	Did you graduate?      NO <input type="checkbox"/>	Degree:
College:		Address:	
From:	To	Did you graduate?      NO <input type="checkbox"/>	Degree:
<b>PROGRAM INTEREST</b>			
Neighborhood Planning <input type="checkbox"/>		Citywide Planning <input type="checkbox"/>	Development Review/Zoning <input type="checkbox"/>
Urban Design <input type="checkbox"/>		Geographic Information System/IT <input type="checkbox"/>	State Data Center <input type="checkbox"/>
Transportation Planning <input type="checkbox"/>		Sustainability Planning <input type="checkbox"/>	Historic Preservation <input type="checkbox"/>
<b>TERMS</b>			
Summer (May – August) <input type="checkbox"/>		Fall (September – December) <input type="checkbox"/>	Winter/Spring (January -April) <input type="checkbox"/>
Dates Available:			
List office skills and identify proficiency in any computer software applications (e.g. Microsoft Word, Excel, PowerPoint, Access, etc.).			

**HONORS, AWARDS AND OTHER RECOGNITION OF ACHEIVMENTS**

List the type of honor, award or recognition and date received.

**REFERENCES**

*Please list three professional references.*

Full Name:	Relationship:
Company:	Phone:
E-mail Address:	
Full Name:	Relationship:
Company:	Phone:
E-mail Address:	
Full Name:	Relationship:
Company:	Phone:
E-mail Address:	

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to an internship, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed applications and resumes to:  
DC Office of Planning  
Attention: Joyetta Delaney, Internship Coordinator  
1100 4<sup>th</sup> Street SW, Suite E650  
Washington DC 20024  
202-442-7600 Phone  
202-442-7638 Fax  
joyetta.delaney@dc.gov**