



Mound House
Town of Fort Myers Beach
Intern Application Packet

Mound House is a historical and archaeological site situated on Estero Island in Southwest Florida. The nearly three acre property includes a 2,000 year old shell mound constructed by the Calusa Indians and the historic William H. Case house which dates to 1906 and represents the oldest standing structure on the island. The mission of the Mound House is to inform the public of the prehistory, history and environment of Estero Island and the surrounding estuary. Internships are typically one semester in length and are designed to integrate the interests and academic goals of the student with the mission of the Mound House. To apply for an internship, complete this application packet and return to the Mound House via electronic or postal mail at one of the following addresses.

Postal Address

Mound House
2523 Estero Boulevard
Fort Myers Beach, Florida 33931

Electronic Address

MoundHouse@FortMyersBeachFL.gov

Questions regarding the internship program or the application process can be directed to (239) 765-0865. The director will contact potential interns for a face to face interview after reviewing application materials.

Application Packet Checklist

1. Intern Application
2. Statement of Interest
3. Recommendation Forms

The Town of Fort Myers beach maintains a drug free work place. Prior to employment, successful candidates must pass a criminal background check, drug test and possess a clear motor vehicle record.

The Town of Fort Myers Beach is an Affirmative Action/Equal Opportunity Employer. No person shall, on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, marital status, political affiliation, disability or other legally protected status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Town of Fort Myers Beach, including hiring and employment practices.

**Mound House
Town of Fort Myers Beach
Application for Internship**

It is important that you answer all questions on this application fully and truthfully. Failure to do so may delay consideration for internship or result in loss of internship opportunity.

Applicant Information

Last Name _____ First Name _____ Middle _____

Street Address _____ City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

E-mail Address _____

Have you ever been employed under any other name(s) Yes ___ No ___ If yes, please explain _____

Are you legally eligible for employment in the United States? Yes ___ No ___

Educational Background

Current College or University

Name and Location _____

Major _____ GPA _____ Expected Graduation Date _____

Previous College or University

Name and Location _____

Did you graduate? Yes ___ No ___ Degree _____ Major Subject _____

I am applying for:

Fall Semester 20 _____ Spring Semester 20 _____ Summer 20 _____

While interning, I will be a: *(check one)*

_____ Sophomore _____ Junior _____ Senior _____ Recent Graduate _____ Graduate Student

Are you requesting that your college grant you credit hours for your internship? Yes ___ No ___

If yes, provide the name of your academic advisor _____

Work Experience (*Includes Paid, Volunteer and Internships*)

Begin with Most Recent Employer or Submit Resume.

Employer _____

Address _____

Dates of Employment _____

Phone (____) _____

Duties _____

Employer _____

Address _____

Dates of Employment _____

Phone (____) _____

Duties _____

Employer _____

Address _____

Dates of Employment _____

Phone (____) _____

Duties _____

Community or Professional Organizations, Honors and Awards

Other Activities relevant to internship

Statement of Interest

Because Mound House Internships are tailored to student interests, please rank the following areas of interest with 1 being most interesting and 5 being least interesting.

_____ Archaeology	_____ History	_____ Environment
_____ Marketing/Public Relations	_____ Educational Outreach	_____ Kayak Tours
_____ Landscape	_____ Volunteer Activities	_____ Journalism
_____ Other (<i>Please specify</i>) _____		

Why would you like to work as an intern at Mound House? Please be specific and limit your response to 200 words. Include your typed statement of interest with the completed application packet.

Recommendation Form

Print this form and submit two recommendations

Name _____

I hereby waive my rights to see this recommendation.

Student Signature _____

Date _____

To the individual completing this form:

The above listed applicant is applying for an internship at Mound House, a historical and archaeological interpretive facility dedicated to public education. Part of the application includes two recommendations from either an academic reference or employer. We would appreciate your candid reference.

How long have you known this individual?

What capacity have you known the individual?

Please list five adjectives that best describe the individual

In your opinion, how will the individual adapt to a professional setting which requires interaction with diverse populations including volunteers, children and the general public?

Please rate the individual in the following areas. *[On a scale of 1 (poor) to 5 (outstanding)]*

Maturity	1 2 3 4 5	General Appearance	1 2 3 4 5
Respect for others	1 2 3 4 5	Organizational Skills	1 2 3 4 5
Honesty	1 2 3 4 5	Emotional Stability	1 2 3 4 5
Tactfulness	1 2 3 4 5	Motivation	1 2 3 4 5
Discretion	1 2 3 4 5	Enthusiasm	1 2 3 4 5
Work Habits	1 2 3 4 5	Flexibility	1 2 3 4 5

Please add a few comments as to why you believe this individual would or would not make a successful intern.

Name _____

Title _____

Address _____

Daytime Phone _____

Signature _____

Date _____

Thank you for taking the time to complete this form. Please send the completed form to:

Mound House

Town of Fort Myers Beach

2523 Estero Boulevard

Fort Myers Beach, FL 33931