



Kaplan Summer Intern Application

~ Summer 2022 ~

The Livingston Manor Free Library is inviting applications from high school students for the newly established Kaplan Fund Summer Intern position at the Library. The selected individual will be responsible for supporting summer programs held at the Library and performing assorted duties assigned by the Library Director. In addition, the Intern is responsible for collaborating on a weekly creative writing workshop for 8 – 14 year-olds. The position runs for 20 hours a week for six weeks beginning in July, running through August. Applicants must be able to follow all of the Library’s COVID-19 health protocols. Interested candidates should apply in person at the Library. Deadline for submission is June 1st, 2022.

Contact Information:

Name: _____

Birth Date: _____

Address: _____

Phone: _____ Email: _____

Prior Work Experience (if any):

Employer _____

Job held _____ Start date _____ End date _____

Skills & Experience: [check all that apply]

- | | | |
|---|---|---|
| <input type="checkbox"/> Use of copy machine | <input type="checkbox"/> Experience with faxing | <input type="checkbox"/> Experience with scan and email |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Excel | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Photoshop (or similar) | <input type="checkbox"/> Apple computers | <input type="checkbox"/> Other: _____ |

What words would your best friends use to describe you: [provide up to three words]

References:

Please provide the name and phone number of two people unrelated to you who know you at school or in the community and who can provide us with confirmation of your reliability, organization, and trustworthiness.

1. Name: _____ Phone: _____

How this person knows me: _____

2. Name: _____ Phone: _____

How this person knows me: _____

Please return application to Stacey Tromblee ~ Director, Livingston Manor Free Library