

TEXAS HISTORICAL COMMISSION

Agency Use Only

TEXAS HISTORICAL COMMISSION  
INTERNSHIP APPLICATION

(PLEASE PRINT OR TYPE)

All students must submit a resume and current transcript(s) along with this application.

PERSONAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone Number: \_\_\_\_\_  
(Current) (Mobile Phone) (Work)

Driver's License: \_\_\_\_\_  
(State) (Number)

Do you have any relatives who work for the Texas Historical Commission?  Yes  No

If yes, list name(s) and relationship(s): \_\_\_\_\_

Have you ever been convicted, as an adult, of a felony or subjected to a deferred adjudication on a felony charge?  Yes  No

*If your answer is "Yes," explain in concise detail on below, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TEXAS HISTORICAL COMMISSION

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### EDUCATION

Colleges/Universities, Technical Schools Name and Location	Dates Attended		Hours Completed	Graduated (Yes/No)	Degree (i.e. BA)
	From	To			

1. Are you currently a  full-time or  part-time student?

**CREDIT INTERNSHIP:**  Yes  No

If Yes:

Name of Advisor: \_\_\_\_\_

Advisor's Telephone #: \_\_\_\_\_

Total number of hours you must complete **FOR CREDIT** \_\_\_\_\_

Hours per week you must work **FOR CREDIT** \_\_\_\_\_

Placement deadline \_\_\_\_\_

### CLASSIFICATION:

Undergraduate status:  Freshman  Sophomore  Junior  Senior

Major: \_\_\_\_\_

Graduate status:  1<sup>st</sup> Year  2<sup>nd</sup> Year  Other, explain:

Major: \_\_\_\_\_

Technical School Students:

Coursework completed: \_\_\_\_\_

**SKILLS AND ABILITIES:** (List all special skills you possess, including office equipment and computer skills)

\_\_\_\_\_

\_\_\_\_\_

# TEXAS HISTORICAL COMMISSION

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## EXPERIENCE, BACKGROUND AND ACTIVITIES

1. List any prior experience you have that would be applicable to the internship for which you are applying. *Attach additional sheets if necessary.*

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2. Describe your motivation for applying for an internship and what you expect to gain from participating in this program. *Attach additional sheets if necessary.*

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3. List your community or public service activities (i.e. volunteer or public service organizations, etc.) *Attach additional sheets if necessary.*

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4. List honors or awards you have received. *Attach additional sheets if necessary.*

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## EMPLOYMENT HISTORY *Attach additional sheets if necessary*

Employer Name, Address, & Phone No.	Dates Employed		Position Title/Summary of Experience	Supervisor's Name & Phone No.	Reason for Leaving
	From	To			



## TEXAS HISTORICAL COMMISSION

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Please email applications to the following address:

[internships@thc.texas.gov](mailto:internships@thc.texas.gov)

**REMARKS** (Application procedure, Special Requirements):

Applications must be submitted on the THC's Internship Application available on the web at [www.thc.state.tx.us](http://www.thc.state.tx.us). Please email application, resume and transcript to [internships@thc.texas.gov](mailto:internships@thc.texas.gov). Cover letters can be attached but are not required. Resumes cannot be submitted in lieu of applications. Applications will be reviewed, and top applicants will be contacted for interviews. After a qualified person has been chosen for the specified internship, letters will be mailed to all interviewed applicants letting them know that the position has been filled. Disability access for application submission, testing and interview accommodations can be provided upon reasonable notice.

AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER

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Texas Historical Commission  
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fax 512.475.4872  
[thc@thc.state.tx.us](mailto:thc@thc.state.tx.us)



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

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[www.thc.state.tx.us](http://www.thc.state.tx.us)

