

# Internship Application



Christi Craddick, Chairman  
 Ryan Sitton, Commissioner  
 Wayne Christian, Commissioner

## SECTION I Personal Information

All applicants must provide a current resume and three scholastic and/or professional references with this application. Applicants must be currently enrolled in a college/university. ***Incomplete applications will not be considered.***

**(Please Print or Type)**

Name: \_\_\_\_\_  
Last First Middle

E-mail Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_  
Area code and number

## SECTION II Education Information

| High Schools/<br>Colleges/Universities<br>Name and Location | Dates Attended |    | Hours<br>Completed | Graduated<br>Yes/No | Major, Minor<br>and Degree |
|---|----------------|----|--------------------|---------------------|----------------------------|
|   | From           | To |                    |                     |                            |
|   |                |    |                    |                     |                            |
|   |                |    |                    |                     |                            |
|   |                |    |                    |                     |                            |
|   |                |    |                    |                     |                            |
|   |                |    |                    |                     |                            |

Are you at least 16 years of age?  Yes  No

Are you currently a:  Full-time Student or  Part-time Student?

Internships are available for COLLEGE CREDIT only:

Please provide the following:

College/University Name: \_\_\_\_\_

Semester:  Fall  Spring  Summer

Advisor's (Name, email, phnoe) \_\_\_\_\_ Advisor's phone number: \_\_\_\_\_  
Area code and number

Total number of hours you are required to complete: \_\_\_\_\_

Total number of hours per week you are required to work: \_\_\_\_\_

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

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## SECTION III Proposed Work Schedule

Date available to begin internship: \_\_\_\_\_  
Days and Hours available to work on a regular basis: \_\_\_\_\_  
Hours: (M) \_\_\_\_\_ (T) \_\_\_\_\_ (W) \_\_\_\_\_ (TH) \_\_\_\_\_ (F) \_\_\_\_\_

## SECTION IV Classification

Undergraduate Status:  Freshman  Sophomore  Junior  Senior  
Graduate Status:  1<sup>st</sup> Year  2<sup>nd</sup> Year  Other \_\_\_\_\_  
Major: \_\_\_\_\_ GPA: \_\_\_\_\_

## SECTION V Skills and Abilities

Check the appropriate areas and explain your experience or level of proficiency in each category (i.e., beginner, intermediate, advanced, expert, etc.)

### COMPUTER KNOWLEDGE:

- Microsoft Word, Excel, PowerPoint, Access \_\_\_\_\_
- Internet Research \_\_\_\_\_
- Database Research \_\_\_\_\_
- Email \_\_\_\_\_
- Legal Drafting \_\_\_\_\_
- Computer Programming \_\_\_\_\_
- Business Operations Coordination \_\_\_\_\_

### OTHER KNOWLEDGE:

- Research: \_\_\_\_\_
- Public Speaking: \_\_\_\_\_
- Other: \_\_\_\_\_

## SECTION VI Experience and Outside Activities

List any prior experience you have that may be applicable to an internship at the Railroad Commission of Texas.

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## SECTION VI Experience and Outside Activities (Cont.)

Explain your motivation in applying for this particular internship and tell us what you would like to learn as a result of your participation in this program.

List your scholastic involvement and personal achievements.

## SECTION VII References and Contacts

### REFERENCES:

List three scholastic and/or professional references. Include name, address, telephone number, and relationship to you. (Professors, Counselors, etc.)

|               |                      |              |                |
|---------------|----------------------|--------------|----------------|
| Name:         | _____                | _____        | _____          |
|               | Last                 | First        | Middle         |
| Address:      | _____                | _____        | _____          |
|               | Street               | City         | State Zip Code |
| Phone Number: | _____                | Relationship | _____          |
|               | Area code and number |              |                |
| Name:         | _____                | _____        | _____          |
|               | Last                 | First        | Middle         |
| Address:      | _____                | _____        | _____          |
|               | Street               | City         | State Zip Code |
| Phone Number: | _____                | Relationship | _____          |
|               | Area code and number |              |                |
| Name:         | _____                | _____        | _____          |
|               | Last                 | First        | Middle         |
| Address:      | _____                | _____        | _____          |
|               | Street               | City         | State Zip Code |
| Phone Number: | _____                | Relationship | _____          |
|               | Area code and number |              |                |

## SECTION VIII Program Preference

Please check the appropriate name of the program in which you are interested in being placed as an intern.

- |   |   |
|---|---|
| <input type="checkbox"/> Hearings Division Internship Program               | <input type="checkbox"/> Office of General Counsel Internship Program |
| <input type="checkbox"/> Information Technology Division Internship Program | <input type="checkbox"/> Oil and Gas Division Internship Program      |

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## SECTION IX Agreement

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING, AND ACCEPTANCE, BY SIGNING IN THE SPACE PROVIDED.

1. I understand that I am applying for an unpaid internship.
2. I hereby certify that the statements on this application, as well as those on any attachment(s) to this form, are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or termination of my unpaid internship.
3. I authorize all of the former and/or current employers, schools, officials, and persons named as references on this application to communicate with the Railroad Commission's office about my character and performance and hereby release each of them from any liability arising from their reference.
4. I understand that the Railroad Commission may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigations for any criminal history in accordance with applicable statutes.

Applicant's Signature: \_\_\_\_\_

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

Please email the application to:  
Liza C. Willmore  
[Liza.Willmore@rrc.texas.gov](mailto:Liza.Willmore@rrc.texas.gov)

Railroad Commission of Texas  
Attn: Human Resources  
P.O. Box 12967  
Austin, TX 78711