



INTERN APPLICATION

NAME: _____
(Last) (First) (Middle)

TEMPORARY ADDRESS: _____ APT _____
CITY _____ STATE _____ ZIP _____ Phone _____

PERMANENT ADDRESS: _____ APT _____
CITY _____ STATE _____ ZIP _____ Phone _____

EMAIL ADDRESS: _____ Cell Phone _____

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 below (or on a separate sheet of paper), 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.

Have you previously participated in the Texas Department of Housing & Community Affairs Intern Program? Yes No

If yes, list specific dates: _____

Have you served as an intern for another State of Texas agency? Yes No

If yes, list agency: _____

Do you have any relatives who work for the Texas Department of Housing & Community Affairs? Yes No

If yes, please list relative name and relationship: _____

Academic Information

List which college you are attending _____

Major: _____ Minor: _____ Academic Classification: _____

SPECIAL SKILLS (list all special skills you possess or office equipment you can use in addition to specific types of software programs):

Summarize why you would like to serve in the Texas Department of Housing & Community Affairs Intern Program:

How did you hear of the Intern Program?

Will you receive or do you plan on seeking class credit for participation in this program? Yes No

PLACEMENT REQUEST

Semester Preference: Fall Spring Summer

Positions within the Texas Department of Housing & Community Affairs’ Intern Program are 20 hours per week and are scheduled Monday –Friday 8 a.m. – 12 noon or Monday – Friday 1 p.m. – 5 p.m.

Select your preferred schedule.

Monday – Friday
8 a.m. – 12 noon

OR

Monday – Friday
1 p.m. – 5 p.m.

Internship Areas of Interest (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Executive Office (Policy, Research, and Special Projects) | <input type="checkbox"/> Research / Data Analysis / Real Estate Analysis |
| <input type="checkbox"/> Communications / External Affairs | <input type="checkbox"/> Finance / Accounting / Budget |
| <input type="checkbox"/> Housing Policy & Community Development Programs | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Housing Finance / Multifamily Programs | <input type="checkbox"/> Human Resources / Administration |
| <input type="checkbox"/> Housing Stability & Homelessness Programs | <input type="checkbox"/> Legal / Policy |
| <input type="checkbox"/> Compliance / Monitoring | <input type="checkbox"/> Open to Any Area |

Selection of an area does not guarantee placement in that division. Applicants may be considered for other areas based on agency needs.

Print Name: _____

SIGNATURE: _____

DATE: _____

How to Apply

All intern applicants are required to submit via email.

- Intern Application
- Cover Letter of Interest
- Current Resume (*may include work experience, education, relevant coursework, skills, volunteer activities, internships, or participation in school organizations or clubs*)
- Copy of Transcript (unofficial)
- At least one (1) Academic or Work Reference

Email application package to: HR@tdhca.texas.gov.

If you have questions about the TDHCA internship program, please contact Human Resources at the email above or (512) 475-1567.

The Texas Department of Housing & Community Affairs is an Equal Opportunity Employer.

TDHCA's Internship EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Semester / Year		3. Last Name (Type or Print)				First	Middle
4. Address		City	State	ZIP Code	5. Home Phone	6. Work Phone	
7. Sex <input type="checkbox"/> M-Male <input type="checkbox"/> F-Female	8. Birth Date	9. Ethnic Origin (Check mark preferred)					
		<input type="checkbox"/> W -White <input type="checkbox"/> B -Black <input type="checkbox"/> H -Hispanic <input type="checkbox"/> P -Islander <input type="checkbox"/> Asian/Pac. <input type="checkbox"/> Am.Ind/		<input type="checkbox"/> I-Alaskan <input type="checkbox"/> O -Other			
10. How did you find out about this internship?							
<input type="checkbox"/> 01 - Other State Employee		<input type="checkbox"/> 06 - Newspaper _____ <small style="margin-left: 100px;">Name of Newspaper</small>		<input type="checkbox"/> 11 - Texas Workforce Comm./ Hire Texas			
<input type="checkbox"/> 02 - Job Fair		<input type="checkbox"/> 07 - College/University Career Day		<input type="checkbox"/> 12 - Other (specify): _____			
<input type="checkbox"/> 03 - Professional Publication		<input type="checkbox"/> 08 - Human Resource/Personnel Office					
<input type="checkbox"/> 04 - Recruitment Poster		<input type="checkbox"/> 09 - Radio					
<input type="checkbox"/> 05 - Television		<input type="checkbox"/> 10 - Agency Web Site - Internet					

 X

Intern Signature

Date

White (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

AN EQUAL OPPORTUNITY EMPLOYER