



# Application for Summer Internship

## University of Maryland Center for Environmental Science Horn Point Laboratory Oyster Hatchery

Provide all information requested by typing or printing in ink.

Please submit a copy of your transcript, and two letters of recommendation, preferably from both a teacher and a work supervisor. Recommendation forms can be printed and given to the evaluator and subsequently mailed in, or evaluators can go to <http://www.hpl.umces.edu/hatchery/> to download the form.

For your convenience, there are two ways to submit your application:

**Mail:** Horn Point Laboratory Oyster Hatchery  
Attn: Stephanie Alexander  
P.O. Box 775  
Cambridge, MD 21613

**E-mail:** tobash@umces.edu

Applicant's Name:		
Address:		
City:	State:	Zip code:
Home phone:		Cell Phone

# Education

Highest grade level achieved- Please circle or highlight:					
High School:	9 <sup>th</sup> year	10 <sup>th</sup> year	11 <sup>th</sup> year	12 <sup>th</sup> year	
College:	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	Degree

<b>School Name 1:</b>	
Location:	Dates attended:
Major:	Date Degree Earned:

<b>School Name 2:</b>	
Location:	Dates attended:
Major:	Date Degree Earned:

<b>School Name 3:</b>	
Location:	Dates attended:
Major:	Date Degree Earned:

## Work Experience

1. Name of Present or Last Employer:		
Employer's Address:		
Employer's Phone:		Supervisor's Name:
Job Title:	Dates of Employment:	Average hours worked weekly:
Specific Duties:		
Reason for Leaving:		

2. Name of Employer:		
Employer's Address:		
Employer's Phone:		Supervisor's Name:
Job Title:	Dates of Employment:	Average hours worked weekly:
Specific Duties:		
Reason for Leaving:		

## Work Experience continued...

3. Name of Employer:		
Employer's Address:		
Employer's Phone:		Supervisor's Name:
Job Title:	Dates of Employment:	Average hours worked weekly:
Specific Duties:		
Reason for Leaving:		











By initialing this box, I acknowledge that this job has unusual hours and accept that I will be working long days and weekends.

By initialing this box, I acknowledge that the work in the oyster hatchery is strenuous, wet, warm and dirty, and take full responsibility for the risks I may encounter working in a hatchery environment.

My signature confirms that all statements herein are true and correct. Please read carefully before signing this application. False statements on this application form shall be considered sufficient cause for termination. Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, religion, national origin, age, or the presence of a non-job-related handicap.

Signature of Applicant:	Date:
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Signature of Parent or Guardian (if minor under age 18)	Date:
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# Summer Internship Recommendation Form

Name of Applicant:
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**To the Evaluator:**

The goal of the oyster hatchery is to produce spat-on-shell to be planted in the Chesapeake Bay for restoration purposes. We also conduct research in an effort to enhance the success and efficiency of this operation. During the summer, we have approximately 15 employees. The days can be busy, long, and physically demanding. Teamwork is essential. Weekend and holiday work is required, and employees often work more than 40 hours a week. The atmosphere is energetic and fun. We expect new hires to possess a positive attitude, flexibility, self-direction, and enthusiasm.

For your convenience, there are two ways to submit your recommendation to us:

**Mail:** Horn Point Laboratory Oyster Hatchery    **E-mail:** tobash@umces.edu  
 Attn: Stephanie Alexander  
 P.O. Box 775  
 Cambridge, MD 21613

Evaluator's Name:		Title/Position:	
Organization Name:			
City:	State:	Zip:	
E-mail:	Phone Number:		
Signature:			

In what capacity and for how long have you known the applicant?

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What do you consider to be the applicant's strengths and weaknesses?

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In comparison to other students you have taught or other employees whom you have supervised, how do you rate the applicant with regard to the following characteristics?

	Outstanding	Very Good	Average	Below Average	Unable to Evaluate
Work ethic					
Ability to work in a team					
Positive attitude					
Enthusiasm for the field					
Integrity					
Ability to accept direction/criticism					
Self-reliance/independence					
Punctuality/dependability					
Emotional stability/maturity					
Interpersonal skills					
Attention to detail					

Please comment on anything else you think would be helpful to the selection committee.

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Thank you for your time and insight!