



### **Intern Application Requirements – Collier County Public Schools**

Any student requiring 100 hours or more in a school for an observation, field experience, or internship during a single semester, or any intern who will be unsupervised while working with students must complete these requirements.

Thank you for your interest in completing an internship or field experience with Collier County Public Schools. Prior to beginning your internship or field experience in our schools, the following items must be completed in the order listed below:

- 1. Complete the District Intern - Instructional online application at**  
<https://www.applitrack.com/collier/onlineapp/application.aspx?posjobcodes=249>
  - a. Under “Vacancy Desired” please be sure to select “Intern - Instructional”.
  - b. Please note that you are not required to submit any other application materials (transcripts, references, statement of eligibility) in addition to the online application.
  
- 2. Email Amy Bullock at [BullocAm@collierschools.com](mailto:BullocAm@collierschools.com) to notify that you have completed item 1.**
  - a. Amy will verify completion of this requirement and then send you an email confirmation that will serve as your authorization to be fingerprinted. You must print and bring your confirmation email with you to be fingerprinted.
  
- 3. Fingerprinting in the Office of Human Resources**
  - a. The Office of Human Resources is located on the first floor of the District Administrative Center at the following address: 5775 Osceola Trail, Naples, FL 34109
  - b. A \$40 fee will be charged payable only by check or money order.
  - c. Please remember to print and bring your fingerprint authorization email from Amy Bullock. You will not be fingerprinted without this authorization email.
  
- 4. Intern Badge**
  - a. Once your application has been reviewed and finger print clearances have been received, you must pick up your intern badge at the Office of Human Resources. Please allow 5 business days for processing.

If you have any questions or concerns, please contact Amy Bullock at [BullocAm@collierschools.com](mailto:BullocAm@collierschools.com).