

Intern Application Process Guide For Kentucky Department of Parks Internship Opportunities

- 1) To begin the application process click on or copy and paste the link below you're your web browser's address bar:
https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20101&siteid=5031 .
- 2) Create your account-in the top right hand corner of the "Welcome" page, there is a box that has link that reads "click here to create a new account". Click this link and create your account in the system. (Please be sure to write down your password for your records).
- 3) Scroll to Edit your profile-Click this link and fill out the completed information for both the Contact Information and the Application tabs. All * fields are required fields and must be completed in order to submit the application. (For work type select interim).
- 4) Submission-Once you have completed both sections and saved the information select you can choose to print your application which will be sent to you via email in pdf form or you can choose to "Continue" which completes the process and returns you back to the main screen. At this point your application will be electronically stored and we the Department of Parks may request to retrieve a copy of your application for viewing.
- 5) Notify-Please notify Chantel Depp @ chantel.depp@ky.gov once you have completed and submitted your application. Or you can simply send her the pdf copy of your application upon your receipt.

Once you have submitted your application and informed Ms. Depp that you have an application on file Ms. Depp or a representative from the Department of Parks will follow up with you and discuss internship opportunities with you. If you are selected for an internship you will move to the next phase; the Academic Credit Agreement process.