



Presented by
Capital One

2026 SAMPLE Intern Application DO NOT SUBMIT THIS FORM!!

Welcome to the Plano Mayor's Summer Internship Program Application!

Thank you for your interest in applying. Before you begin, please take a moment to confirm that you meet the **eligibility requirements** and can fully commit to the program.

Important Information Before You Start:

1. **Full Commitment Required:** The internship runs for 8 weeks, June 8–July 31. **You must be available for the entire internship and all program dates.** Vacations, camps, personal travel, or other absences are not permitted during the 8 week internship. **Please apply only if you can commit to the full schedule.**
2. **Personal Responsibility:** Integrity, punctuality, attendance, and professionalism are essential for success in this program. Failure to meet program expectations, participation requirements, or performance standards may result in removal from the program and may affect future participation.
3. **Plan Ahead:** This application **must be completed by the student** in one sitting and cannot be saved for later. You may print a sample application in advance to prepare your responses.
4. **Email Requirements:** **Email is our primary method of communication - you must check your email daily!** Be sure to enter your personal email address and your parent/guardian's email address accurately. **If you do not have a personal email, create one - do not use your PISD email address.** (Example of a professional email address is: firstname.lastname@example.com)
NOTE: Please monitor your Spam/Junk folder and add interndirector@plano.gov to your approved contacts.

Parent/Guardian Consent Forms: Within 24 hours of submitting your application, the first parent/guardian listed will receive an email with three required consent forms. Only one parent/guardian signature is required. **YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL CONSENT FORMS HAVE BEEN SUBMITTED.**

If you experience any issues with this process, please ask your teacher for assistance or contact us at interndirector@plano.gov.

YOUR INFORMATION

Student Name *

Prefix First Name Last Name

Preferred Name ***Date of Birth ***

Month Day Year

NOTICE: Eligible students are required to be at least 16 years old by the first date of the internship on June 8, 2026 to participate.

T-shirt Size *

Please Select
 Small

Student Home Address *

Street Address

Street Address Line 2

Please Select
City State

Zip Code

Student Cell Phone Number *

Please enter a valid phone number.

Student Home Phone Number

Please enter a valid phone number.

Student Personal Email *

firstname.lastname@example.com

Are you legally authorized to work in the United States? (If unsure, please verify you can successfully complete an I-9 Employment Eligibility Verification form - <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>.) *

Yes
 No

Did you participate in the 2025 Plano Mayor's Summer Internship Program? *

No
 Yes, I participated and was selected as an intern.
 Yes, I participated but was not selected as an intern.

Please provide the location of your 2025 internship: ***Will you have transportation to and from an internship location this summer? ***

Yes, I will have transportation.
 No, I will not have access to transportation.

Do you have any dietary restrictions? We will do our best to make accommodations; however, we cannot guarantee that all dietary restrictions will be met. (Please select all that apply): *

None
 Vegetarian
 Dairy Free
 Gluten Free
 Halal Diet
 No nuts (peanuts, walnuts, etc.)
 Other

Do you have any severe allergies? If yes, please explain. *

For Internal Use Only. This does not affect your ability to be selected for an internship.

Do you have any major medical issues we should be aware of? If yes, please explain. *

For Internal Use Only. This does not affect your ability to be selected for an internship.

PARENT / GUARDIAN CONTACT INFORMATION

Parent/Guardian Name *

Prefix First Name Last Name

Parent/Guardian Phone Number *

Please enter a valid phone number.

Parent/Guardian Email *

example@example.com

Add another Parent/Guardian? *

- Yes
- No

Parent/Guardian Name

Prefix First Name Last Name

Parent/Guardian Phone Number

Please enter a valid phone number.

Parent/Guardian Email

example@example.com

STUDENT'S ACADEMIC INFORMATION

Current Grade Level *

10th Grade

Plano ISD School Currently Attending (select from list below) *

Clark High School

Plano ISD School Attending in Fall 2026: (NOTE: If you are not attending one of the schools listed below, you are not eligible to participate in the program.) *

- Plano East Senior High School
- Plano Senior High School
- Plano West Senior High School
- Academy High School

Enter your current GPA. NOTE: to participate, you must have a GPA of 3.0 or higher. (The internship program reserves the right to request transcripts to verify GPAs.) *

Current AVID Student? *

- Yes
- No

Eligible for Free or Reduced Lunch Program at school? *

- Yes
- No

Are you going to be the FIRST in your family to attend college? *

- Yes
- No

Are you currently involved in extracurricular activities that could present a conflict with your ability to fully participate in the program? *

- Yes
- No

CAREER INTERESTS & RESUME SUBMISSION

In the section below, you will share your career interests and upload your resume. Your resume will be used during Intern Prep Day to help you prepare for the Job Fair.

If you do not yet have a resume, this is your opportunity to create a basic version that includes your work and volunteer experience. It does not need to be perfect - you will receive feedback during Intern Prep Day to strengthen your final version for the Job Fair.

For PMSIP purposes only, please include a headshot in the upper left corner of your resume. While this is not standard for professional resumes, it helps employers quickly identify candidates during the high-volume Job Fair.

Upload a copy of your resume ****NOTE: PLEASE SAVE YOUR RESUME WITH THIS FILE NAME FORMAT
= LastName_FirstName.pdf *



Browse Files
Drag and drop files here

FILE NAME FORMAT = LastName_FirstName.pdf

Please visit our website to review a list of our current program partners. If you have any specific concerns or preferences regarding the internship placement opportunities that are not covered in this application, please share them in the space below:



Please indicate your top 3 areas of interest below.

NOTE: We will do our best to align your job interviews with your interests; however, we cannot guarantee you will interview with companies in only these areas of interest.

Interest Area #1: *

Please Select

Accounting/Finance/Banking

- ✓ Please Select
- Accounting/Finance/Banking
- Agriculture Technology/Mechanical Systems
- Animal Science
- Animation
- Architecture/Construction
- Art/Graphic Arts
- Automotive
- Business
- Computer Programming/IT
- Culinary Arts
- Digital Media/Web Design
- Education/Child Development
- Engineering
- Entrepreneurship
- Environmental/Natural Resources/Plant Science
- Government/Politics
- Healthcare/Medicine
- Hospitality/Hotel Management/Tourism
- Human Services
- Interior Design
- Law/Public Service
- Manufacturing/Robotics/Welding
- Marketing/Advertising/Sales
- Nonprofits
- Real Estate
- Retail
- Other

Interest Area #2: *

Please Select

Accounting/Finance/Banking

Interest Area #3: *

Please Select

Accounting/Finance/Banking

Do you CURRENTLY hold any professional certifications? *

- Yes
- No
- No, but I will complete a certification by the end of the school year.

Please select all professional certifications you have completed and CURRENTLY hold or will hold by the end of the school year: *

- Adobe Certified Professional in After Effects
- Adobe Certified Professional in Illustrator/InDesign/Photoshop
- Adobe Certified Professional in Illustrator/Photoshop
- Adobe Certified Professional in Premiere Pro
- American Welding Society
- Autodesk Certified User in AutoCAD
- Autodesk Certified User in Revit Architecture
- Automotive Service Excellence
- Certified Nurse Assistant (CNA)
- Certified Veterinary Assistant Level 1
- Educational Aide I
- Entrepreneurship & Small Business
- Intuit Quickbooks Certified User
- Java SE 8 Programmer
- Medical Assistant (MA)
- Microsoft Office Specialist Access Expert/Excel Expert/Word Expert
- NOCTI Accounting Foundations
- Oracle Certified Associate
- Patient Care Technician (PCT)
- Pharmacy Technician
- ServSafe Manager
- Student Social Media Marketing
- Texas State Florists' Association Knowledge Based
- Texas State Florists' Association Level 1
- Texas State Florists' Association Level 2
- Other

RATE YOUR SKILL LEVEL WITH THE FOLLOWING:

Microsoft Word / Google Docs *

None Low Medium High / Proficient

Microsoft Excel / Google Sheets *

None Low Medium High / Proficient

PowerPoint / Google Slides *

None Low Medium High / Proficient

Writing Skills *

None Low Medium High / Proficient

Social Media (TikTok, Instagram, YouTube Shorts, Snapchat, X, LinkedIn) *

None Low Medium High / Proficient

Canva *

None Low Medium High / Proficient

Adobe Creative Suite *

None Low Medium High / Proficient

Coding / Programming (any language or platform) *

None Low Medium High / Proficient

Technology Troubleshooting / Tech Setup *

None Low Medium High / Proficient

Working with children *

None Low Medium High / Proficient

TELL US MORE ABOUT YOURSELF

What is your superpower? *

0/5

List your current interests and hobbies. *

0/100

What do you see yourself doing 5 years from now? *

0/200

Share a unique story about you and/or your family. *

0/350

Show Us What Makes You Stand Out!

Upload a short video introducing yourself and sharing why you stand out among your peers. Tell us what makes you unique, what strengths you bring, and why you would be a great fit for the internship program.

- Time limit: 30–60 seconds
- Speak clearly and be yourself
- You may record on a phone, tablet, or computer

Please record in a quiet space with good lighting and be sure we can see your face. This does not need to be professionally edited—authentic and clear is best.

Accepted format: MP4 or MOV only. Maximum length: 60 seconds.

Upload your video. ****NOTE: PLEASE SAVE YOUR VIDEO WITH THIS FILE NAME FORMAT =
LastName_FirstName.mov - OR - LastName_FirstName.mp4



Browse Files
Drag and drop files here

REFERENCES

Please provide TWO adult references who can vouch for you if potential employers choose to contact them.

Reference #1 Name *

First Name

Last Name

Email *

example@example.com

Phone Number

Please enter a valid phone number.

What is your relationship with this reference? *

Reference #2 Name *

First Name

Last Name

Email *

example@example.com

Phone Number

Please enter a valid phone number.

What is your relationship with this reference? *

STUDENT AGREEMENT

To participate in the program, you must agree to all the following requirements. Please do not submit an application if you are unable to commit to attending ALL of the program dates listed below.

I will attend Intern Prep Day at Capital One on SATURDAY, FEBRUARY 28, 2026 from 8:30 a.m. - 3:00 p.m. *

I agree

I will attend my interviews at the Job Fair at the Plano Event Center on MONDAY, APRIL 13, 2026 from 1:00 p.m. - 6:00 p.m. (This will be an excused absence from school.) *

I agree

If selected as an intern, I commit:

I will be available to work the ENTIRE 8-week internship period, June 8 to July 31, 2026. I have NO planned vacations, competitions, school events, or camps during that time. *

I agree

I will be available to work from 20-40 hours (as required by my employer) per week during the internship period. June 8 - July 31, 2026. *

I agree

I will attend Intern Orientation Day on FRIDAY, JUNE 5, 2026 from 8:30 a.m. - 3:00 p.m. *

I agree

I will attend Impact & Insights Day at the North Texas Food Bank on FRIDAY, JUNE 12, 2026 from 8:30 a.m. - 3:00 p.m. *

I agree

I will attend the Mayor's Celebration Luncheon on THURSDAY, July 30, 2026 from 10:00 a.m. - 2:00 p.m. at the Plano Event Center. *

I agree

ATTENDANCE EXPECTATIONS

Full participation in ALL PMSIP program days and internship hours is required. Planned absences of any kind (vacations, camps, competitions, or personal travel) are NOT permitted during the program window.

Please apply only if you can commit to the full schedule.

ACKNOWLEDGEMENT & INTEGRITY STATEMENT

By submitting this application, I affirm that I am voluntarily seeking to participate in the Plano Mayor's Summer Internship Program and understand that selection requires a serious commitment of time, effort, professionalism, and personal responsibility.

I understand that full participation in the internship, required program days, and any special projects is mandatory. I acknowledge that **failure to meet attendance expectations, performance standards, or participation requirements may result in my removal from the program and exclusion from future participation.**

By typing my **full legal name** below, I certify that:

- All information submitted in this application is true, complete, and accurate to the best of my knowledge
- I completed this application independently and honestly
- I understand that any false, misleading, or intentionally incomplete information may result in immediate disqualification and/or dismissal from the program

I agree to uphold the values of integrity, accountability, and excellence throughout the application and internship process. *

Submit

REMINDER: Within 24 hours of your submission of this application, your parent/guardian will receive an email that includes THREE consent forms that you both must sign and submit. Please check with your parent/gardian to ensure the email has been received. **YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL CONSENT FORMS HAVE BEEN SUBMITTED.**

Please check your JUNK/SPAM folders before contacting our team for assistance.