



Horticulture Internship Application

Applicant Information

Name:		
Preferred Gender Pronoun:		
Current Address (line 1):		
Apartment/Unit #:		
City:	State:	Zip:
Phone:	Email address:	
Dates during which you can be reached at this address:		
Permanent Address (line 1):		
Apartment/Unit #:		
City:	State:	Zip:
Phone:	Alt Phone:	
School:		
Major:	Concentration:	
Cumulative Grade Point Average: _____ on a scale of _____		
Degree:	Anticipated Graduation Date:	
Other College or University Attended:		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Internship Placement Preference

Please select your top three (3) internship choices (1 = first choice, 2 = second choice, 3 = third choice). If applying for just one, please check that internship only. For additional information on these internships please visit the internship section of our website at:

<https://www.botanicgardens.org/internship-opportunities>.

- Cacti and Succulent Collection Curation
- Greenhouse Production, Propagation and Seed Herbarium Curation
- Rock Alpine Garden Collections Management
- Therapeutic Horticulture

If not selected for an internship at Denver Botanic Gardens, would you be interested in having your information shared with other public gardens in Colorado offering internship opportunities?

- Yes No

References

Two letters of reference that adequately reflect your academic and work experience are required. One should be of an academic nature from someone in your major department and the other should relate to work experience.

Please list the names and contact information for the two references who will be submitting letters on your behalf.

1. Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

2. Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Submission Details

Applications for summer internships must be received at Denver Botanic Gardens the date listed in the position posting on the website. Only completed applications with all appropriate references and transcript information will be considered. A complete application includes all of the following:

- 1) **Completed Denver Botanic Gardens application form – available online as a writable PDF or in hard copy through our Human Resources Department.**
- 2) **A copy of your resume that details your work history and horticulture related activities.**
- 3) **A cover letter that addresses the following:**
 - a. **Relevant horticultural skills and experiences**
 - b. **What you hope to learn and accomplish during your internship**
 - c. **How an internship at Denver Botanic Gardens will contribute to your career goals**
- 4) **Official transcripts (not scanned versions) of all college courses that include your cumulative GPA.**
- 5) **Two letters of reference as outlined above.**

The completed application packet as outlined above can be emailed to: hr@botanicgardens.org. All application emails must include your name and the word “internship” in the subject line. Application materials can also be sent via regular mail to:

Denver Botanic Gardens
Attn: Human Resources – Internship
909 York St.
Denver, CO 80206

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and by submitting this application, consent to these statements.

Name: _____ **Date:** _____