



## **Real Estate Assessment Internship**

### **Office of the Assessor of Real Estate**

The Office of the Assessor of Real Estate is pleased to announce the Real Estate Assessment Internship. Undergraduate and graduate college students are eligible to make application for this unique opportunity to gain insight and experience in real estate assessments while working in the Office of the Assessor of Real Estate of the City of Hampton, Virginia. The eight week program includes 128 hours of diverse assessment work experience. The work schedule may be arranged as two eight-hour days weekly or four four-hour days weekly. This is a volunteer internship program.

The Real Estate Assessment Internship will feature experiences including;

- Public Relations (8 hours)
- Public Information (8 hours)
- Ownership and Title (16 hours)
- Mass Appraisal and Real Estate Assessments (80 hours)
- Assessment Administration (16 hours)

Those interested in making application to this program should complete a City of Hampton Volunteer Application and send a letter of interest to;

City Assessor  
Office of the Assessor of Real Estate  
City of Hampton  
1 Franklin Street, Suite 602  
Hampton, VA 23669

Applicants should also include a college transcript and letter of recommendation from a college instructor.



# CITY OF HAMPTON VOLUNTEER APPLICATION

Name (Last) (First) (Middle) Phone (Home) (Work) (Cell)

Address City State Zip

Position Applying For Department

If you have ever as an adult been convicted of a misdemeanor or felony, give details below. Include date of conviction, nature of disposition of offense.  
**NOTE: A conviction does not necessarily prevent volunteer service with the City of Hampton.**

List special skills, e.g. foreign language, PC skills, etc.

Do you possess a valid Virginia Driver's License? If no, and you possess a valid Driver's License:  
Yes No What state?

Volunteer Information (Please list any volunteer experience.)  
Agency Title Duties Length of Service

Please write in hours of your availability  
Hours Available Sun Mon Tues Wed Thur Fri Sat  
Morning  
Afternoon  
Evening

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with the City of Hampton.

Signature

Date

If volunteer applicant is under 18 years of age, a parent/guardian must sign below:

Signature

Date

**DMV RECORD RELEASE**

If the volunteer assignment for which you are applying requires a Driver’s License, please provide the information below so that we may obtain a copy of your driving record. **PLEASE PRINT CLEARLY.**

Last Name	First Name	Middle	Driver’s License Number
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**PRIVACY ACT NOTICE FOR VOLUNTEER ASSIGNMENT FORMS**

**NOTICE TO VOLUNTEER APPLICANTS**

This information is provided pursuant to the Privacy Act of 1976 for individuals supplying information for inclusion in a system of records.

**POLICY**

The policy of the City of Hampton is to collect, maintain, use and disseminate only the personal information required by law to accomplish a proper purpose.

**PURPOSE, USE, ACCESS, AND DISSEMINATION**

Information furnished will be used primarily by City departments/divisions and agencies to determine qualifications for volunteer assignments. All or part of this information may be furnished as indicated below:

1. Representatives from City agencies, if required to determine volunteer suitability.
2. Federal, state and local agencies in which you have interest as a potential volunteer.
3. Federal, state and local agencies to create documentation of your volunteer assignment(s) with the City of Hampton.
4. Representatives of federal, state and local agencies engaged in investigating violations of the law.
5. Individuals or agencies requesting statistical data exclusive of personal identification.
6. Requesting agencies possessing your voluntary release of information and assuming confidential protection of information released.

**EFFECTS OF NONDISCLOSURE**

It is in your best interest to answer all questions. Your failure to complete the form may jeopardize your opportunity for a volunteer assignment.

**CERTIFICATION/AGREEMENT**

I have read and understand the above DMV Record Release and Privacy Act Notice For Volunteer Assignment Forms. I hereby certify that this application is a complete record and that all entries and all attachments are true and accurate to the best of my knowledge. I understand that false or incomplete statements herein supplied are grounds for disqualification from volunteer assignment consideration or termination as a volunteer. I authorize the City of Hampton to conduct a thorough background investigation, except as it pertains to race, origin, sex, age, or other related criteria, to be used relative to my volunteer assignment with the City of Hampton. I authorize any person(s) or organization(s) to provide any volunteer experience information they have about me, and I release all concerned from any liability in connection therewith. I release the City of Hampton and any individual or entity providing information to the City of Hampton from all liability for any damages from the disclosure of this information.

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

Volunteers in the City of Hampton may be exposed to information that is of a confidential nature. The confidential information shall be held in strict confidence and volunteers shall exercise a reasonable degree of care to prevent disclosure to others. Volunteers shall not disclose or divulge either directly or indirectly any confidential information to others unless authorized to do so. Volunteers shall not reproduce the confidential information, access information electronically nor use this information for any purpose other than for the performance of his/her volunteer assignment(s).

Volunteers may be subject to termination from volunteer service if they violate the City’s Confidentiality agreement.

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