



# 2008 Superintendent Intern Program Application

## Overview

The program trains qualified and motivated individuals in the basic skills needed to become an effective assistant superintendent and eventually a superintendent. Upon acceptance to the program, each intern will be employed at a golf course or golf club in Northern California for up to 18 months and will be required to complete a variety of tasks from blocks of instruction. The amount of time an intern spends in each block of instruction depends on previous experience and the needs of the superintendent.

### The 10 blocks of instruction are:

- Course Introduction/Section Responsibilities
- Equipment Operator
- Turf Management
- Irrigation Systems Management
- Equipment Maintenance
- Managerial Skills
- Course Projects
- Environmental Awareness Project
- Daily Course Maintenance
- Tournament Preparation

After each block of instruction is completed, an evaluation form must be filled out and submitted. A thesis documenting intern achievements is required upon completion of the program.

The intern is expected to participate in various educational opportunities sponsored or promoted by the NCGA to assist in networking and career development. Financial assistance will be available to defray part of the cost of attending these events.

## Ideal Candidate Qualifications

### Educational Requirements

Must have a two-year degree or certificate. A four-year degree is preferred. Course work should include classes in turf management, horticulture or agronomy.

### Work Experience

Two years of golf course experience or similar type of outside work history (i.e. landscaping, irrigation installation, etc.).

### Physical Requirements

Must be able to perform manual labor including the ability to lift 50 pounds.

### Conduct

Flexibility. Must be willing to do whatever it takes to get the job done right the first time in a professional manner as a representative not only of the club/golf course but also the Northern California Golf Association.

### Golf Awareness

Should be able to play and understand the game of golf.

## Application, Selection & Interview Process

### Application Form

Applications may be downloaded from the NCGA website: [www.ncga.org/news/ncga-superintendent-intern-program/](http://www.ncga.org/news/ncga-superintendent-intern-program/)

### Application Deadline

All applications must be received by November 2, 2007.

### Applicant Review

A panel of 10 individuals including host golf course superintendents, NCGA staff and board members will review all applications utilizing an extensive ranking system.

**The top 10 candidates will be notified by November 9. The host courses will then be revealed to these candidates.**

### Interview

Finalists will be invited to participate in a formal interview in San Jose the week of December 3. Air fare and overnight hotel accommodations will be provided by the NCGA.

### Final Selections

Candidates will be notified within one week after the interview if they have been selected to participate in the Intern Program.





## APPLICATION FOR NCGA SUPERINTENDENT INTERN PROGRAM

**PLEASE NOTE: All applications must be received by November 2, 2007**

**A cover letter and current resume must be included with application. A list of references is also recommended.**

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### PERSONAL INFORMATION

Last Name First Name Middle Initial

Present Address - Number and Street City State Zip

Resident Telephone Number: ( ) Cell Phone Number: ( )

E-Mail Address:

Are you at least 18 years of age?  Yes  No

Are you fluent in any language other than English?  Yes  No If yes, please specify:

How did you learn about the NCGA Superintendent Intern Program?  
 Employer  Friend  Relative  Instructor  NCGA Website  Other – Please list:

Do you have the legal right to work and be employed in the United States on a full-time basis?  Yes  No  
*(Proof of identity and legal authority to work in the U.S. is a condition of employment)*

When would you be available to start working?

### EDUCATION:

College or University	Name and Location of School	Credits/Units Completed	Did you Graduate?	List Degree or Diploma	Major Studies (Indicate Graduate Study if Applicable)
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other: Technical, Trade, Business, etc.			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

### LICENSES and CERTIFICATES

Description (State: Professional, Trade, etc.) Certificate No. Issued By Expiration Date

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**EMPLOYMENT HISTORY:** Begin with your most recent experience and account for all time during the **last five years**. If additional space is required attach additional sheets. ALL AREAS OF APPLICATION MUST BE COMPLETED. **RESUMES AND AN APPLICATION ARE REQUIRED. RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.**

Date (Month and Year)	Employer's Name and Address	Job Titles and Duties
From:		
To:		
Total Yrs.      Mos.		
Reason for Leaving:		Did you supervise?      If Yes, Number of Employees:
Monthly Salary \$	Hours Per Week	Supervisor's Name and Phone No.:

Date (Month and Year)	Employer's Name and Address	Job Titles and Duties
From:		
To:		
Total Yrs.      Mos.		
Reason for Leaving:		Did you supervise?      If Yes, Number of Employees:
Monthly Salary \$	Hours Per Week	Supervisor's Name and Phone No.:

Date (Month and Year)	Employer's Name and Address	Job Titles and Duties
From:		
To:		
Total Yrs.      Mos.		
Reason for Leaving:		Did you supervise?      If Yes, Number of Employees:
Monthly Salary \$	Hours Per Week	Supervisor's Name and Phone No.:

Date (Month and Year)	Employer's Name and Address	Job Titles and Duties
From:		
To:		
Total Yrs.      Mos.		
Reason for Leaving:		Did you supervise?      If Yes, Number of Employees:
Monthly Salary \$	Hours Per Week	Supervisor's Name and Phone No.:

Have you been convicted of a crime (felony/misdemeanor), or entered a plea of guilty/no contest to a crime?  Yes  No  
(Do not disclose misdemeanor convictions related to the possession or use of marijuana more than two years ago.)  
If yes, state when, where and the nature of such conviction:

Are you related to any NCGA, Poppy Hills or Poppy Ridge employee?  Yes  No

Have you been **previously** employed by the NCGA, Poppy Hills or Poppy Ridge?  Yes  No  
If yes, please give job title and dates:

May we contact your current or most recent employer? If no, please state the reason.  Yes  No

**DIRECTIONS: Please read the following carefully before signing application.**

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and the potential hiring process; if discovered after my employment, such false statements will be sufficient reason for dismissal from the services of the Northern California Golf Association Superintendent Intern Program regardless of the time that has elapsed before discovery.

I authorize the Northern California Golf Association to contact my references and to investigate my past employment, education credentials and other employment-related activities.

I understand that filing this application in no way assures me a position with the Northern California Golf Association Superintendent Intern Program, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of the Northern California Golf Association and host golf course.

If employed at a host course in conjunction with the Northern California Golf Association Superintendent Intern Program, I agree to abide by the rules, policies and procedures of the host course and subsequent rules, policies and procedures that may become effective after employment.

Signature of Applicant:	Date:
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**PLEASE NOTE: A cover letter and current resume must be included with application. A list of references is also recommended.**

Use computer/typewriter or *print in ink*. All answers must be complete and legible. Candidates chosen to participate in the NCGA Superintendent Intern Program will be employees of the golf course hosting the intern. **Chosen candidates are not employees of the NCGA.**

Mail your application and resume to:  
**Northern California Golf Association  
Attn: Director of Turfgrass Services  
P.O. Box NCGA  
Pebble Beach, California 93953**

Applications must be received by  
**November 2.**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**