

Commonwealth of Virginia
Department of General Services
Division of Consolidated Laboratory Services
Richmond, Virginia

DCLS Internship Application



Division of Consolidated Laboratory Services

Internship Application: Summer 2026

Complete the following application information. Provide the email address where you wish to receive communications from DCLS about the Internship program.

Create a unique 4-digit personal identification number (PIN) that you will provide to your reference. This will be used to connect your application and reference materials together. PIN: _____

Application Date (MM/DD/YYYY): _____

How did you hear about this internship program? _____

Legal Name: (First Name) _____ (Last Name/Surname) _____

Preferred Name (If different from legal name): _____

Are you 18 or older? _____ Yes _____ No

Permanent address: _____ City: _____ State: _____ Zip code: _____

Phone number: (_____) _____ Email address: _____

Are you a US Citizen or US Permanent Resident? _____ Yes _____ No

College or University: _____

This program requires active enrollment in a degree program. Will you be actively enrolled in one of the following by your intended internship start date? (Application review and matching takes approximately six months. You must be actively enrolled in an eligible degree program at the time of placement.)

Are you currently enrolled in one of the following: Certificate Program Associate's Program Bachelor's Program Master's Program

What is the highest degree you have obtained?

Degree program: _____

Current cumulative GPA: _____

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Please note for Certificate, Associate and Bachelor's program students: Summer enrollment is acceptable as long as you have completed at least one semester of courses at your institution AND are actively enrolled for the following fall semester.

Possible internship project areas at DCLS are below. Please rank your top three interests.

***Note that work in certain areas may require a Bachelor's degree due to accreditation requirements**

Laboratory Administration
 Clinical Microbiology
 Emergency Preparedness/
Biological and/or Chemical Terrorism Defense
 Environmental Microbiology and/or Chemistry
 Food Microbiology/Food Safety
 Immunology/Virology
 Analytical Chemistry

Infectious Disease Pathogen Detection
 Informatics
 Genomic Epidemiology
 Pathogen Genomic Sequencing
 Newborn Screening
 Quality Assurance/Safety/Auditing
 Training/Communications/Media/Lab Systems
 Supply Management/Logistics

In 100 words or less for each response, please answer the following questions:

1. Specifically describe any experience and training you have participated in that would benefit your performance during this internship (i.e. rotations, field work, instrumentation, data analytics, specialized trainings, quality assurance, etc.).

Work Experience

Volunteer Experience

Laboratory Experience

2. Provide a description of any **independent** research projects that you have conducted or assisted with including the duration of the project, the intent and outcomes from the project.

3. Describe your experience working in a team environment. Please describe work assigned to the team and how you specifically contributed to meet the overall work objectives of the team.

4. Imagine it is halfway through the semester and you are failing a course required for your degree program. In your own words, what steps would you take to overcome this challenge? What would you do to ensure it does not happen again?

5. Describe your ultimate career goals.

6. List three things you hope to gain from completing an internship at DCLS.

7. In your own words, provide an example of how a public health laboratory serves your community. How does this information expand your understanding of public health laboratory services?

8. There are many exceptional candidates applying for this internship. In 150 words or less, tell us why we should select you.

Additional materials to be included:

Current resume or CV

Academic transcript(s) - unofficial or official **NOTE: If selected, official transcripts will need to be provided within one week of selection**

Submit completed application packet ON OR BEFORE January 11, 2026

Applications received after January 11, 2026, WILL NOT BE CONSIDERED.



Division of Consolidated Laboratory Services Internship Reference Form: Summer 2026

To be completed by an academic or professional with knowledge of the applicant.

This reference is being offered for an applicant interested in a public health laboratory internship at the Commonwealth of Virginia Department of General Services [Division of Consolidated Laboratory Services \(DCLS\)](#). DCLS internships are project-oriented and designed to be mutually beneficial to the intern and the laboratory. DCLS internships provide a unique opportunity to gain hands-on experience in one of the most diverse public health laboratories in the nation.

The applicant has given your name as a reference. To complete this reference please provide the four-digit PIN Number given to you by the applicant. Rate the applicant with respect to each of the qualifications listed. Provide a description of your estimation of this applicant's qualifications.

Thank you in advance for your honest assessment of the applicant.

Date _____

Applicant PIN # : _____

Applicant Legal Name: _____

Applicant Preferred Name (if different than above): _____

Reference Name: _____

Institution Name and Position Title: _____

Select one: Academic Reference or Professional Reference

Reference Email: _____

Reference Phone Number: _____

Relationship of Reference to Applicant: _____

How long have you known Applicant: _____

Please rate the applicant with respect to each of the qualifications listed

Qualification	Excellent	Good	Fair	Poor	Unable to Rate	Comments
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<i>Honesty/Integrity</i>						
<i>Maturity</i>						
<i>Dependability</i>						
<i>Self-discipline</i>						
<i>Ability to work in a team environment</i>						
<i>Work Attitude</i>						
<i>Oral and written communication skills</i>						
<i>Ability to follow instructions</i>						
<i>Aptitude for lab work</i>						
<i>Professionalism</i>						

In two or more sentences, please provide a description of your estimation of this applicant's qualifications. A formal reference letter may be used in place of or supplemental to the narrative comments:

Application packets and materials are required to be submitted by January 11, 2026.



Email: DCLSinternship@dgs.virginia.gov