

Internship Position Request Form

Department Contact: _____

Department: _____

Email Address: _____

Telephone Number: _____

Period of Employment: Spring 2015: January – May (college), June (high school)

Have you had an intern since January 2013 under the enhanced Internship Program through the Department of Human Resources?

_____ Yes (Complete Section A and contact County Internship Program Coordinator)

_____ No (Complete entire form)

SECTION A: Check the level of student desired and additional information as it applies

<p>_____ High School Student (Intern I)</p> <p>Number Desired _____</p> <p>Program area of study _____ (HVAC, Electricity, Business, and IT etc.)</p>	<p>Must be paid: Rate of Pay \$10.50 per hour</p> <p>Provide account information for the funding source</p> <p>_____</p>
College Student	
<p>_____ Undergraduate Student (Intern II)</p> <p>Number Desired _____</p> <p>Majors you'd like your vacancy to target _____</p>	<p>For Academic Credit _____</p> <p>or</p> <p>For Pay (Rate of Pay \$12.08 per hour) _____</p> <p>If your college student request is for pay, provide account information for the funding source</p> <p>_____</p>
<p>_____ Graduate Level Student (Intern III)</p> <p>Number Desired _____</p> <p>Majors you'd like your vacancy to target _____</p>	<p>For Academic Credit _____</p> <p>or</p> <p>For Pay (Rate of Pay \$13.91 per hour) _____</p> <p>If your college student request is for pay, provide account information for the funding source</p> <p>_____</p>

Section B

1. Is there a desired minimum GPA? (if so, please indicate)	
2. Justification to Hire:	
3. Internship Title (Ex. Maintenance Intern)	
4. Work Hours (Indicate the primary work hours required schedule, or if flexible, note days/hours intern could work) Note: Interns can work no more than 29 hours per week	

5. Physical work location address			
6. Direct supervisor: name, email, phone number			
7. Internship Job Description – General Duties (Please see attached documents for information on how to identify meaningful work along with examples and sample positions)			
8. Internship Job Description – Essential Duties (Please see attached documents for information on how to identify meaningful work along with examples and sample positions)			
9. Who do you want to participate in (check all that apply):			
	Department Staff	Internship Program Staff	Both
Screening Applicants			
Phone Interviews			
In Person Interviews			
10. Does this job require any special attire (work boots, uniform etc.) that requires student to purchase? If so, what and provide estimated cost.			
Notes: (Please provide any additional relevant information)			

Signatures:

Originated by: _____ Date: _____

Agency Head approval or designee: _____ Date: _____

HR Approval:
Debbie Lumpkin (lum) _____ Date: _____
501-7206 or **Fax 501-5287**

HR Use Only Position Created _____ Date Posted: _____
 IRC# _____ Application Deadline: _____