**Internship Position Request Form**

**Department Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:**

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number:**

**Period of Employment**: Check semester you seek to hire a student.

\_\_\_\_\_\_\_ **Spring 2024:**  Vacancies started to post in October and close in November so that screening, interviewing and offers can be made by the end of December. Students will start in January in accordance with their school’s semester.   
  
\_\_\_\_\_\_\_ **Summer 2024:** Vacancies will begin posting as early as December, closing in late February/early March, to give ample time to evaluate the applications, interview candidates, and extend offers so that student can start on or around May 15th(for college level students). Vacancies for high school level students post Feb. – -mid-April, screening and hiring April – mid-May Interns start, Intern Orientation on or around June 13th. If the student is unable to start on the respective Orientation, they will meet with the Internship Coordinator and start directly in the department.   
 **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 at 501-7206)   
  
\_\_\_\_\_\_\_ No (Complete entire form)

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| **SECTION A - Check the level of student desired and additional information as it applies** | | | | |
| \_\_\_\_\_\_\_\_ **High School Student**   **Number Desired**  \_\_\_\_\_\_\_\_  Program area of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (HVAC, Electricity, Business, and IT etc.) | | **Must be paid** Rate of Pay $15.00 per hour   **Provide account information for the funding source**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **College Student** | | | | |
| \_\_\_\_\_\_\_\_ **Undergraduate Level Student   Number Desired**  \_\_\_\_\_\_\_\_   **Majors you’d like your vacancy to target**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | For Academic Credit \_\_\_\_\_\_\_\_  **or**   For Pay (Rate of Pay $16.00 per hour) **\_**\_\_\_\_\_\_\_  **If your college student request is for pay, provide account information for the funding source** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **\_\_\_\_\_\_\_Graduate Level Student**  **Number Desired** \_\_\_\_\_\_\_\_  **Majors you’d like your vacancy to target**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | For Academic Credit \_\_\_\_\_\_\_\_  **or**  For Pay (Rate of Pay $17.00 per hour) **\_**\_\_\_\_\_\_\_  **If your college student request is for pay, provide account information for the funding source** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Section B** | | | | |
| 1. **Is there a desired minimum GPA?**  (If so, please indicate) | |  | | |
| 1. **Justification to Hire:** | | | | |
| 1. **Internship Title** (Ex. Maintenance Intern) | |  | | |
| 1. **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 | |  | | |
| 1. **Physical work location address** | |  | | |
| 1. **Direct supervisor: name, email, phone number** | |  | | |
| 1. **Internship Job Description – General Duties** (Please see attached documents for information on how to identify meaningful work along with examples and sample positions) | | | | |
| 1. **Internship Job Description – Essential Duties** (Please see attached documents for information on how to identify meaningful work along with examples and sample positions) | | | | |
| 1. **Who do you want to participate in** (check all that apply) | | | | |
|  | **Department Staff** | | **Internship Program Staff** | **Both** |
| **Screening Applicants** |  | |  |  |
| **Phone Interviews or virtual** |  | |  |  |
| **In Person Interviews** |  | |  |  |
| 1. **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:**

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| Originated by: |  | Date: |  |
| Agency Head approval or designee: |  | Date: |  |
| HR Approval:  Debbie Lumpkin (lum) 501-7206 or Fax 501-5287 |  | Date: |  |
| HR Use Only | Position Created \_\_\_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRC#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |