Internship Basics - Adult Participants (ages 18 and older)

<u>Organization Information</u>
Organization name
Address where internship will take place
Primary contact
Email
Phone number
Internship supervisor position
About our business (Please briefly describe your business/industry sector):
Internship Structure
General occupation Rotating experience Project based
Does the internship include remote work?YesNoHybrid
Is the internship paid?YesNo
If the internship is paid, what is the wage?
List any requirements (Qualifications, transportation, etc.)
Internship timeframe
When does the internship start When will the internship end?
Duration? How many weeks will the internship last?
How many hours per week is the internship?
Internship Opportunities
How many interns would you like to host?
Is there an opportunity for continued employment for the intern following a successful internship?
Yes No
How many interns would you like to hire?
List any credentials earned during the internship?
Please list any support your business can provide (Such as assistance with transportation)

<u>Prepare an Internship Job Description to include with this document for high school partnerships. If you need assistance preparing a job description, click here (Link to Job Description Help)</u>