

INTERN PROGRAM APPLICATION
TO BE DEVELOPED IN CONJUNCTION WITH SCHOOL PROGRAM

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Area of Study: _____

Area of Interest for Internship:

Desired Length of Internship (minimum hours for community service, quarter, semester or summer):

Emergency Contact: _____ Phone: _____

Assignments Preferred:

School enrollment and grade or units completed:

Applicable Experience:

Hours Available:

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____

Applicant Signature: _____ Date: _____

For Applicants Ages 15-17 Only:

Date of Birth (Month/Day/Year): _____

Names of Parents or Guardians: _____

Parents' or Guardians' Phone: _____

School: _____ Grade: _____

Minor Applicant's Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

For Official Use Only:

Approved to Intern: Yes No Restrictions: _____

Assignment/Dept.: _____ Dates of Assignment: _____

Date of Application Review: _____

INTERN AGREEMENT

In conjunction with the agreed upon learning plan, the County will do its very best to make the intern's experience productive, educational and rewarding. To that end, this agreement addresses the commitments made by the County and the intern.

The County commits to provide the following:

- An internship experience that supports the student's academic and job experience goals as agreed upon in the school learning agreement
- Appropriate training and instruction for work assignments including safe work practices
- Orientation to the department and County procedures and policies
- Frequent communication, diligent supervision, clear performance feedback and if required for completion of the internship, written evaluation
- A work environment that respects the skills and contributions of the intern and encourages the communication of ideas and suggestions

The student intern commits to the following:

- Bring an open mind and a willingness to learn
- Perform assigned duties to the best of his/her ability, and to inform the County if changes in his/her situation would interfere with the safe and timely performance of the assignment
- Adhere to County and department rules, policies and procedures
- Communicate any problems or concerns regarding the work environment, assignments, safety practices or any aspect of their relationship with the County
- Meet agreed upon time and attendance commitments and provide adequate notice of absence
- Keep confidential matters confidential and not use confidential information or contacts for personal gain

Agreed to:

Student Intern: _____ Date: _____

Intern Coordinator: _____ Date: _____