

## Internship Program Employer Application

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Type of Business \_\_\_\_\_

Company Web site \_\_\_\_\_ Name of Hiring Contact \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_ Contact E-mail address \_\_\_\_\_

Internship Title \_\_\_\_\_

Briefly describe your company and the nature of the work the intern will be doing. \_\_\_\_\_

What is the name and title of the person who will be supervising the intern? \_\_\_\_\_

What type of projects or activities would be assigned to the intern? If you have a job description, you may attach it.

In which field of study should the intern be majoring and what skill sets are you looking for? \_\_\_\_\_

What software or other equipment will the intern be expected to use? \_\_\_\_\_

What will be the duration of the internship (minimum 8 to 16 weeks) \_\_\_\_\_ What is your preferred start date? \_\_\_\_\_

How many hours per week will the intern work and what are the preferred hours? \_\_\_\_\_

What will be the hourly wage? \_\_\_\_\_ If hourly wage varies due to experience, what is the range? \_\_\_\_\_