

Internship Program Employer Application

Company name _____ Date _____

Address _____
STREET CITY STATE ZIP CODE

Type of business _____

Briefly describe your company _____

Company Web address _____ Name of hiring contact _____

Contact telephone number _____ Contact e-mail _____

Have you worked with Oakton's Internship program in the past? No Yes (If yes, when) _____

Internship title _____

Name and title of the person who will supervise the intern _____

Supervisor telephone number _____ E-mail _____

Projects/activities to be assigned to intern. Please be thorough and specific. Attach a job description if available.

_____Preferred field of study/major and skill sets _____

_____Training opportunities provided _____

Educational/learning opportunities provided _____

Benefits available outside intern's assigned job duties (networking, workshops/speakers, mentoring)

Software/equipment intern is expected to use. Is training provided? _____

Duration of internship (typically 8-16 weeks) _____ Preferred start date? _____

Hours per week (typically 10-20)/preferred hours _____

Hourly wage (typically \$9-\$12)? _____ If wage varies based on experience, list range _____

NOTE: Unpaid internships are difficult to fill, and are often illegal. (See U.S. Department of Labor Fact Sheet #71 for more information).

Check the three most important characteristics you are seeking for in an intern

___ Skill set that matches/exceeds those listed on job description

___ Career goals in line with position/company

___ Level of education/amount of credits earned

___ Specific classes completed (*please work with Internship Specialist to identify*)

___ Academic performance

___ Related past work experience

___ Personality/Drive/Enthusiasm

___ Maturity/Professionalism

___ Verbal communication skills

___ Written communication skills

___ Leadership Ability/Ability to work independently

___ Teamwork skills/Ability to work well in groups

___ Reliability

___ Trainability

___ Other (please list): _____

___ Other (please list): _____

Return completed form to: Internships, Room 2801, Des Plaines campus, fax 847-635-1997, e-mail internships@oakton.edu