

Placement Opportunity Form

Instructions

Business/Agency Name: Official business/agency name.

Business/Agency Contact: The name of the contact person will handle the internship program for your company and contact information.

Internship Position Title: This title should be descriptive of the duties that the intern will be conducting or reflective of the department that the intern will be working within (Example: Accounting Intern, Administrative Assistant Intern, Production Intern, etc.)

Department/Location: Specifically list the department in which the intern will work and where that department is located. (Example: maintenance building #3, main office accounting dept., etc.)

Number of Weeks: The Summer Internship Program can be from 3-6 weeks long. Please enter the number of weeks your internship opportunity will be held. If your internship opportunity will be affected by workload or other outside influence you may enter 3-6 weeks, to allow for a determination at the time that a student applies.

Number of Hours: (weekly) In order for the Summer Internship Program to be effective it is recommended that students work no less than 10 hrs a week. A specific work schedule can be set-up between the business/agency and student once the student has applied for the internship.

Duties: List the work that the intern will be involved with or required to complete. Be as specific as possible.

Paid or Unpaid: The Crawford County School-to-Work Partnership only handles unpaid internships. A paid internship position establishes an employer/employee relationship which entails Child Labor Law compliance, Workman's Compensation, Unemployment Compensation and other federal, state tax withholdings. If you wish to offer a paid internship opportunity, the Crawford County School-to-Work will include the internship opportunity in the Summer Internship Program listing, but the students must contact the business/agency directly for an application.

Skills Required: Please list all the basic skills that the student will need to perform the internship position. (Example: Experience using Word, Excel, and Publisher programs, or familiarity with standard office machines, etc.)

Other: This category is open for you to enter additional requirements that are specific to your internship opportunity. (Example: interview will be required, students will be required to obtain act 34 and 151 clearances, students need to have first aid certification, etc.) Please list any requirements you feel are necessary for the student to know about before they apply.