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## Internship Program Employer Application

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

Address \_\_\_\_\_

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

Briefly describe your company \_\_\_\_\_

\_\_\_\_\_

Company Website Address \_\_\_\_\_ Name of Hiring Contact \_\_\_\_\_

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

Have you worked with Oakton's Internship Program in the past? Yes (when?) \_\_\_\_\_ No \_\_\_\_\_

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

Name and title of the person who will supervise the intern \_\_\_\_\_

Supervisor telephone number \_\_\_\_\_ E-mail \_\_\_\_\_

Projects/activities to be assigned to the 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 the intern's assigned job duties (networking, workshops/speakers, mentoring, etc.)

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Duration of the internship (typically 8 to 16 weeks) \_\_\_\_\_

Preferred start date? \_\_\_\_\_

Hours per week (typically 10-20) \_\_\_\_\_ Preferred hours \_\_\_\_\_

Hourly wage (typically \$9-12; ff wage varies based on experience, list range) \_\_\_\_\_

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

Check the 3 most important characteristics you are seeking 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:**

Internship Program, Office #2801 Des Plaines campus; e-mail internships@oakton.edu