

# Intern Request

If you are an employer interested in hosting a Hartnell intern , please complete the following form. This will allow us to properly route your request.

\* Required

1. Company Name \*

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2. Company Website

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3. Address \*

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4. City \*

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5. State \*

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6. Zip Code \*

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7. First and Last Name (main contact) \*

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8. Position Title \*

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9. Email \*

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10. Phone Number \*

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11. Internship Title \*

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12. Please include an hourly salary range or stipend amount below. Note: Hartnell Internship Program stipend is set at \$5,440 for 320 hours. \*

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13. Are you interested in stipend support? \*

Hartnell Internship stipend support may include 50% of stipend cost or other arrangements.

*Check all that apply.*

☐ Yes

☐ No

☐ Maybe

☐ Other: 

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14. Internship Overview \*

Please provide a brief description of the role (including responsibilities and duties)

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15. Qualifications \*

Provide a list of any additional qualifications that are necessary for someone to fill this position. Items you may want to include are: Experience, specific skills, personal characteristics/soft skills, certifications, licenses, physical abilities.

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16. Work Schedule - Days \*

When do you need the student? Please check all that apply if a flexible schedule.

Mark only one oval per row.

	Prefer	Possible	Not Needed
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Work Schedule - Hours \*

When do you need the student? Please check all that apply if a flexible schedule.

*Mark only one oval per row.*

	Prefer	Possible	Not Needed
<b>Mornings</b> (8:00am- 12:00pm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Afternoons</b> (12:00pm- 5:00pm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Evenings</b> (After 5:00pm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Weekends</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. How many hours per week are required? \*

*Check all that apply.*

- ☐ 15 - 20 hours
- ☐ 30 - 40 hours (In between semester and summer only)
- ☐ Other: \_\_\_\_\_

19. Are you able to work around a students' class schedule? \*

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ Other: \_\_\_\_\_

20. Preferred Start Date: \*

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*Example: January 7, 2019*

21. Upload Internship Job Description

Files submitted:

22. How did you hear about this opportunity?

*Check all that apply.*

- ☐ At a job/career fair
- ☐ Hartnell staff member
- ☐ Grower-Shipper Association
- ☐ Website
- ☐ Other: \_\_\_\_\_

23. Please select any additional way(s) you or your company would like to get involved with Hartnell College

*Check all that apply.*

- ☐ Job/Career Fair
- ☐ Job Shadow (onetime occurrence with each student in which the student will shadow for up to four hours)
- ☐ Informational Interview (30 minute to one hour conversation between the student and the professional)
- ☐ Speaker Panel (participation in a 60 minute panel discussion on your career field)
- ☐ Mentor
- ☐ Mock Interviews
- ☐ Other: \_\_\_\_\_