INTERNSHIP REQUEST FORM

We are excited about your partnership with Houston Community College, V.A.S.T. We will work diligently to exceed your expectations.

Please complete the following form to post a job or request an internship at your company.

Date: _________________

PLEASE PROVIDE THE FOLLOWING COMPANY INFORMATION:

Company Name: ____________________________________________
Address: __________________________________________________
City, ZIP: _________________________________________________

Company Contact Person for this project: _______________________
Title: ______________________________________________________
Phone: ____________________________________________________
Fax: ______________________________________________________
E-Mail: ____________________________________________________

Intended Supervisor for youth: _________________________________
Title: ______________________________________________________
Phone: ____________________________________________________
Fax: ______________________________________________________
E-Mail: ____________________________________________________

Interview dates should be scheduled with: _______________________
Phone: ____________________________________________________

PLEASE TELL US ABOUT THE JOB/INTERNSHIP:

Job Title: ____________________________________________ Department: __________________________
Description of Duties (Please include the essential responsibilities of the position. You may attach a job description if preferable.)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

WHAT SPECIAL SKILLS ARE NECESSARY FOR THE POSITION? (Check ALL that apply):

<table>
<thead>
<tr>
<th>COMPUTERS</th>
<th>CLERICAL</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Data entry – alphanumeric</td>
<td>Cashier / cash register</td>
</tr>
<tr>
<td>Word processing (Word)</td>
<td>Data entry – 10-key: ______ kph</td>
<td>Retail Stocking</td>
</tr>
<tr>
<td>Spreadsheets (e.g., Excel)</td>
<td>Operating copier</td>
<td>Customer service / Greeter</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>Operating fax machine</td>
<td>Working with Children – non CDA</td>
</tr>
<tr>
<td>Internet/Email</td>
<td>Operating postage meter</td>
<td>Working with Children – non CDA</td>
</tr>
</tbody>
</table>
**WHAT TYPE OF COMMITMENT ARE YOU SEEKING?**

<table>
<thead>
<tr>
<th>Other: __________________________</th>
<th>Typing: _______ wpm</th>
<th>Other – specify ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: __________________________</td>
<td>Filing (by number or alphabet)</td>
<td>Other – specify ____________</td>
</tr>
<tr>
<td>Other: __________________________</td>
<td>Answering telephone</td>
<td>Other – specify ____________</td>
</tr>
<tr>
<td>Other: __________________________</td>
<td>Making phone calls</td>
<td>Other – specify: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other: __________________________</th>
<th>Typing: _______ wpm</th>
<th>Other – specify ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: __________________________</td>
<td>Filing (by number or alphabet)</td>
<td>Other – specify ____________</td>
</tr>
<tr>
<td>Other: __________________________</td>
<td>Answering telephone</td>
<td>Other – specify ____________</td>
</tr>
<tr>
<td>Other: __________________________</td>
<td>Making phone calls</td>
<td>Other – specify: ____________</td>
</tr>
</tbody>
</table>

How many internship opportunities are available? ______

How many employment opportunities are available? ______

Is there a possibility that the position(s) will continue year-round (either full- or part-time)?

- Yes
- No
- Not sure at this time

What minimum age is required to be hired for the position(s)? ______

Note: 18-25.

Please select the work days for this position: 
MON TUE WED THU FRI SAT SUN

Please indicate the hours/shift (check a.m. or p.m.):
From: ___________ a.m. ___________ p.m. to: ___________ a.m. ___________ p.m.

What wage does this position pay, as applicable? $ ________________ per ________________

What is the anticipated start date? ________________

End date (if any)? ________________

Is your work site accessible by public transportation?

- Yes - Specify bus routes: ________________ No

Is there a company dress code?

- Yes - Specify: ________________ No

**WHAT ARE YOUR HIRING REQUIREMENTS?**

<table>
<thead>
<tr>
<th>Skill assessment?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Drug test?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Criminal background check?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Driver’s license?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Uniform requirement, yes/no?

**General Comments:**

Please return this form to:

Houston Community College-V.A.S.T.
Attn: Sandra Pierce, Director of Employment Services
1301 Alabama, Ste 101-P
Houston, TX 77004

or fax it to: 713-718-6815

If you have questions, please call Sandra Pierce at 713-718-2524