



## MVAC/MARTIN COUNTY INTERNSHIP PROGRAM WORKSITE APPLICATION

The MVAC/Martin Internship Program will be administered by MVAC. MVAC will provide payroll services, worker's compensation insurance, orientation, support, and monitoring by MVAC staff career counselors. Wages are set at \$10.50 per hour.

Please complete the following form if you are interested in providing an internship site for an accepted applicant. MVAC will screen applicants; businesses will interview and accept applicants for the worksite.

Name of Business: \_\_\_\_\_

Name of Supervisor/Mentor: \_\_\_\_\_

Who will conduct interview of applicant: \_\_\_\_\_

Interviewer's Phone Number: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Check here if ok to send text messages to your cell phone.

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Career/Internship Title: \_\_\_\_\_

Intern Job Description and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How soon would you be able to have an accepted applicant begin to work? \_\_\_\_\_

The program will allow interns to work up to 29 hours per week. How many hours could your business accommodate? What days of the week and hours per day would you like interns to work, and coordinate best with the schedule of your business?

We will be serving 18-24 year olds. Are you willing to provide mentoring to interns weekly, advising them on the connection of their internship and future employability, along with the importance of the role of business in Martin County communities? \_\_\_\_\_

Please complete this form and e-mail to [thested@mnavac.org](mailto:thested@mnavac.org), bring it or mail it to the Fairmont WFC, 412 South State St., Fairmont, MN., or fax it to 507-238-4214. For questions, call Tammie Hested at MVAC 507-235-5518.

Thank you for your support of this program and for the interns in our county!

Tammie Hested, MVAC