

MVAC/MARTIN COUNTY INTERNSHIP PROGRAM APPLICATION

Purpose: To provide career development, training, and employment opportunities to young adults during the summer.

Process: Young adults will complete a short term paid work experience/internship in a Martin County business.

- Education
 - Interest and Skills Assessment
 - Assist in the development of your job duties at your summer job placement
 - Alignment of your career interests with established Martin County businesses
- Once you are selected for the Martin County Internship Program:
 - Your career interests will be matched with that of a Martin County business.
 - You will submit a resume to the business.
 - You will interview at a business for acceptance into the work experience/internship.
 - If accepted an orientation will be completed and you will work with new employer to develop the job duties and performance standards unique to your internship.

Payoff:

- Students will gain valuable experience at a Martin County business.
- Students will gain insight into the leadership and career possibilities in Martin County.
- Successful completion of work experience will result in legitimate work experience for your resume.
- Coordinate your own transportation for getting to work.
- Effectively become a part of workplace team.

Eligibility:

- ✓ Young adult students ages 18-24
- ✓ Be a resident of Martin County.
- ✓ Young adults must be eligible to work in the U.S.
- ✓ Must be in good academic standing.

This is a voluntary program.

Selected young adults will be will meet with an MVAC Career Counselor regularly, and will follow through with MVAC's and their employers requirements.

Application Check List
<ul style="list-style-type: none">○ Complete the attached application. Be sure to fill in <u>EVERY</u> blank on <u>EVERY</u> page.○ Staple a copy of your Social Security Card to the application.○ Staple a copy of your Driver's License <u>or</u> MN ID <u>or</u> Student ID to the application.○ Sign and date all of the forms.

Please write a short paragraph telling us why you are interested in being in MVAC/Martin County's internship Program.

Have you decided what you would like to do for your future career? Yes___ No___ Please describe.

What is your educational/career plan; and where are you attending school?

To which communities in Martin County do you have transportation to attend work experience/job?

WORK HISTORY

Current or Most Recent Employer: _____ Supervisor _____ Phone _____

Job Title: _____ Number of Hours Per Week: _____ Pay Rate: _____

Job Duties: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Previous Employer: _____ Supervisor _____ Phone _____

Job Title: _____ Number of Hours Per Week: _____ Pay Rate: _____

Job Duties: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

MVAC/Martin County Internship Program

NAME:				
<small>Last</small>	<small>First</small>	<small>Middle</small>		
SOCIAL SECURITY NUMBER:	DATE OF BIRTH:	AGE:	GENDER:	
			<input type="checkbox"/> Male *Note: Males, 18 yrs and older must <input type="checkbox"/> Female register with Selective Service	
ADDRESS:				
<small>Street</small>	<small>PO Box or Apt #</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
COUNTY:		EMAIL ADDRESS:		
CELL PHONE:	CELL PHONE COMPANY:	VETERAN:		
Check here if OK to send text messages to this number <input type="checkbox"/>		<input type="checkbox"/> Yes (If yes, need copy of DD-214) <input type="checkbox"/> No		
HOME PHONE:				
EMERGENCY CONTACT INFORMATION:				
<small>Name</small>	<small>Address</small>	<small>Phone</small>		
PERSONAL/PROFESSIONAL REFERENCES:				
<small>Name</small>	<small>Address</small>	<small>Phone</small>		

CERTIFICATION STATEMENT:

I certify that the information provided is true to the best of my knowledge, and that it may be subject to review and verification. I have read the information regarding parental permission and releases and agree to its content.

SIGNATURE _____ DATE: _____

Reviewed by MVAC staff: _____ Date: _____

Accepted: YES _____

Date: _____

Notified Youth: YES _____ Date: _____