

Mercer County
Career Connections

**STUDENT
INTERNSHIP
EXPERIENCES**

Student Application Packet

Mercer County Board of Education
Career Connections Office
1403 Honaker Avenue
Princeton, West Virginia

Dr. Deborah S. Akers, Superintendent

Courtney Gracon, Facilitator

Application Packet

Internship Experiences

Your application will consist of the 8 items described below. Read the guidelines completely before assembling the materials. The Career Connections contact person at your school will be available to assist you.

Selection

Employers will choose the students they want to interview and will make the final employment decision. Your chances for an interview will be determined by the strength of your application and background. Allow plenty of time to complete each item to make sure you provide all of the requested information.

Required Items

Assemble your application in the same order as listed below. Use the forms provided. If a form is not provided (for example, the resume and the writing sample), put the heading, **Application for an Internship**, at the top of the page. On the second line, list the item, for example Resume or Writing Assignment.

1. **Application Form** — Use the form on page 3. Provide all requested information.
2. **Resume** — Include the goals and experiences that qualify you for an internship. (See Resume outline on page 4 and the Personal Data Sheet on page 5.) **You must include a typed resume, not just the outline.**
3. **Writing Assignment** — Prepare a short essay on why you want to be part of the internship program. (See Your Writing Assignment on page 6 for help in completing this requirement.)
4. **Recommendations** (see page 7) — Include letters of recommendation from:
 - An academic teacher or a vocational teacher. Ask teachers who know you best to write specific recommendation letters.
 - A school administrator (your school principal or an assistant principal).
 - Someone who knows you in the community. **NO** relatives.
5. **Certification Agreement** — You, your parents and the internship coordinator are required to sign this agreement (page 8). It verifies the accuracy of all statements on the application and allows the Office of Career Connections or employer to investigate the statements and check with references. This form also is a contract under which you must work a minimum of 100 hours at the job site and

satisfactorily complete all assignments to earn a unit of elective course credit.

6. **Insurance Verification** — To participate in an internship program, you will need adequate medical, accident and automobile insurance. You will arrange your own transportation to and from the job and provide your own automobile insurance. Get one of your parents to sign the Insurance Verification form and provide a copy of health insurance card - front and back. (see page 9.) This form verifies that you have the insurance and provides contact information in case of an emergency.

7. **After your application is completed** – When you submit your application, the internship coordinator will arrange a required orientation for both you and your parent(s)/guardian(s). These meetings will take place at the beginning of the semester in which you want to complete the internship. You will receive a letter in the mail with the dates and times. You will be contacted beforehand only if there are questions about your application, placement, etc.

Submit your completed application to:

Internship Coordinator
Office of Career Connections
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740.

Mercer County Career Connections Student Intern

Application Form

Name _____ Date of Birth _____

School _____ Student ID Number _____

Grade Level in Next School Year _____ Email address _____

Parent or Guardian's Name _____

Address _____

Telephone _____

Parent or Guardian's Place of Employment _____

_____ Telephone _____

Are You Currently Employed? _____ Yes _____ No

If So, Business Name _____ Telephone _____

High School Program of Study _____

Career Objective _____

References (include daytime telephone numbers)

1. _____

2. _____

3. _____

Signature _____ Date _____

Resume Outline

Name: Include your first, middle and last names.

Address: Give the address at which you can most readily be contacted by mail.

Phone Number: Give a number that will always be answered during normal business hours.

Career Objective: Write a brief statement that describes the type of work you want to do. This should be a realistic objective based on your career goals, employment skills, and record of academic achievement.

Education: Give the name and location of your high school and the date when you expect to graduate. Include your class rank, grade point average, and any awards or honors you earned.

Activities and Work Experience: Stress your skills and accomplishments. Account for important school, academic, volunteer, and work activities. Begin with your most recent experience and work backward. Include dates; job titles, if employed; the name of your employer's business, and a full description of all jobs held. Always write in the first person.

Personal Information: Include hobbies, social skills, extracurricular activities, and date of birth.

Date Available for Employment: State the earliest date you will be available along with hours and days of the week.

References: References are people who have agreed to provide an employer with a written or verbal statement about your character or ability. Identify at least three references. Ask teachers, counselors, principals, previous part-time or full-time employers, or professional people who know you personally or have met you through school activities. Request their permission before citing them as references. Make certain that you have their names spelled correctly, and include their job titles, mailing addresses, and phone numbers. The names and contact information of references need not be included on your resume. A statement such as "References are available on request" will do. You don't want your references contacted unless the employer is sincerely interested in hiring you.

Personal Data Worksheet for Resume

(not required to turn in)

Personal Information

Your full name: _____ Email: _____

Address (number and street): _____ State _____ Zip _____

Phone number: _____ Date available for internship: _____

Date of birth: _____

Educational Background

Name of high school: _____ School phone number: _____

School address: _____ City: _____ State: _____ Zip: _____

Grade point average: _____ Class rank: _____

Career Cluster: _____ Career Major: _____

Extracurricular activities (clubs, sports) _____

Awards or honors: _____

Favorite subjects: _____

Part-time or full-time work experience

Name of company: _____ Dates employed: _____

Your position: _____

Your responsibilities: _____

Wages or salary: Start _____ Last _____

Reason for leaving: _____

Volunteer Work

Name of organization: _____

Why you choose to volunteer for this organization: _____

Your responsibilities: _____

Your future educational goals: _____

Your present career/job goal: _____

References (complete name, address, job title, and phone number)

Reference 1: Name _____ Phone _____ Job title _____

Address _____ Relationship _____

Reference 2: Name _____ Phone _____ Job title _____

Address _____ Relationship _____

Reference 3: Name _____ Phone _____ Job title _____

Address _____ Relationship _____

Major Qualifications for a position (skills you have such as typing or operating equipment)

Leisure-time activities and hobbies:

Your Writing Assignment

The essay that becomes part of your application packet will help prospective employers see how serious you are about the internship and how well you communicate. Employees constantly communicate with others in getting the job done. Therefore, it is essential to express yourself clearly.

The topic for your essay is “Why I Want to Enter an Internship Program.” The essay should consist of one or two double-spaced typewritten pages. In it, tell how you can contribute to the program and the company as well as how you will benefit from the experience.

Do not be modest; this is your opportunity to “sell yourself” to the employer. Explain your qualifications and give specific reasons you want to be an intern. **Mention classes you have taken and special projects you have completed that relate to your goals.** Employers are particularly interested in your attendance, punctuality (give examples), responsibility, communication skills, and academic background. They want to know that you are **preparing for a career through your choice of high school classes and your academic achievement.**

After writing the first draft, proofread it carefully and make necessary changes. Share it with a teacher and/or your parents. They can review your draft and make suggestions for improvement.

Make recommended changes and proofread your work again. The essay should be free of typographical or grammatical errors that could hurt your chances. Remember that the employer will form a first impression of you from the essay. Make it a good one!

Mercer County Career Connections

Internship Recommendation Form

Student's Name _____

School _____

Next Grade Level _____

Referred by _____

How do you know this student? _____

Why is this student a good internship prospect? (Please give specific examples)

The recommendation form must accompany the student's application.

Certification Agreement

- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that false statements may be grounds for termination from the internship.
- I authorize investigation of all statements contained herein. I also give program sponsors permission to contact all references provided as part of this application.
- I understand that if selected for the program, **I am making a commitment to the company and my high school to carry out all internship responsibilities to the best of my ability.**
- I understand that I will earn one unit of elective course credit **for a minimum of 100 hours at the job site and the satisfactory completion of all related school assignments.**

Student

Date

Parent or Guardian

Date

Internship Coordinator

Date

I grant permission to photograph my son/daughter in the Student Internship program for promotional and educational purposes. Yes _____ No _____
Initial Initial

**MERCER COUNTY BOARD OF EDUCATION
INSURANCE VERIFICATION AND EMERGENCY INFORMATION**

Please Print or Type All Information

Student's Name _____ Email address _____ Name of School _____ School Year _____ Grade _____
Parent or Guardian _____ Phone _____ Address _____ City/State _____ Zip Code _____ Parent/Guardian Employment _____ Phone _____ Address _____ City/State _____ Zip Code _____
Name of Physician _____ Phone _____ Address _____ City/State _____ Zip Code _____ Hospital Preferred _____ Name of Health & Accident Insurance Company _____ Medical ID Number _____ Additional instructions and/or information (allergies, medication, chronic conditions, etc.) _____ _____
Listed below are two persons who are authorized to assume responsibility for the temporary care of the above named child in case of emergency: Name _____ Phone _____ Address _____ City/State _____ Zip Code _____ Name _____ Phone _____ Address _____ City/State _____ Zip Code _____

*This is to certify that my son or daughter, _____
Student's Name
 is adequately covered by medical, accident and automobile insurance during the course of their Student Internship and that no further insurance is needed. Please attach a copy (front and back) of student's medical insurance identification card.*

In case of an accident or serious illness, I request that the school representative or work-site supervisor contact me if possible. If unable to contact me, I hereby authorize either to make whatever arrangements deemed necessary to protect the safety, health, and welfare of the child. I agree to assume financial responsibility for such arrangements.

Signature of Parent or Guardian _____ Date _____

**REQUIRED ITEMS
FOR
INTERNSHIP APPLICATION**

Name _____ Date _____

School _____

Career Choice _____

_____ Application Form

_____ Resume

_____ Writing Assignment

Recommendations

_____ Academic or Vocational Teacher

_____ School Administrator

_____ Community Person

_____ Transcript

_____ Attendance Record

_____ Certification Agreement

_____ Insurance Verification