



2010 INTERN REQUEST FORM

Please complete and return this form for **each** individual intern you are requesting by **January 30th, 2010**.
To return this form, click submit or save and email as an attachment to smcgill@t-howard.org.

I. COMPANY CONTACT INFORMATION

Company: _____ Department/Division: _____

Address: _____ C: _____ S: _____ Z: _____

PERSON REQUESTING INTERN

First Name: _____ Last Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

PRIMARY HR CONTACT

First Name: _____ Last Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

II. POSITION DETAILS

Summer placements are full-time positions. **Interns are expected to work 35-40 hours per week.**

Approx. Start Date: _____ Approx. End Date: _____ Working Hours (8-5, 9-5 etc.): _____

Location of Internship: City: _____ State: _____

Does this position hold the possibility of full-time employment at the end of summer? Yes No

Do you prefer to consider only those candidates that you can interview in person?

Yes No, phone interview is fine.

What are the primary duties of this position? _____

What types of projects will this person complete? _____

III. INTERN REQUIREMENTS

Matriculation Status: Freshman Sophomore Junior Senior MBA MA/MS
 Law Any Status Other: _____

Minimum GPA Requirement (4.0 Scale) _____ Willing to consider applicants with a lower GPA than that listed above? Yes No

Technical Skills Required: MS Word MS Excel MS Publisher MS Access HTML
 MS PowerPoint Mac Linux Photoshop PageMaker Lexis Nexis
 Other:

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Our candidates cover a Wide variety of academic majors. Please list the preferred majors for this placement:

No academic major preference

Are you willing to consider applicants with majors other than those listed above if the candidates match your other qualifications? Yes No

IV. SKILLS/CHARACTERISTICS:

Skills and/or personal characteristics that you would like to see in a candidate. Check all that apply:

- | | |
|---|--|
| <ul style="list-style-type: none"> Organized Ability to work independently Ability to multi-task Creative Analytical | <ul style="list-style-type: none"> Detail oriented Above average writing skills Above average verbal skills Team player Languages Spoken: _____ |
|---|--|

ADDITIONAL INFORMATION: _____

V. 2010 FALL INTERN REQUEST

Companies hosting a summer 2010 Paid intern have the opportunity to select a Fall 2010 Unpaid intern from our talent pool. Fall internships run from September 2010 – December 2010. Students are expected to work 10-15 hours per week and are encouraged to seek academic credit.

Would you like to request a Fall 2010 Intern? Yes No

If yes, you will receive further information in the spring on requesting a Fall intern.

IV. AUTHORIZATION TO BEGIN CANDIDATE SEARCH

Your electronic signature below authorizes the T. Howard Foundation to cross reference candidates in our talent pool with the criteria provided above allowing us to proceed in a candidate search on your behalf. This document is not legally binding.

We understand that T. Howard Foundation summer interns receive an hourly rate of no less than \$10 per hour for undergraduate interns and \$12 per hour for graduate interns for a 35 – 40 hour work week.

Name: _____ **Title and Company:** _____

Date: _____

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