

SUMMER INTERN REQUEST FORM

Please complete and return this form for **each** individual intern you are requesting by **February 1st, 2011**.

To return this form, **click submit** or save and email as an attachment to smcgill@t-howard.org.

I. COMPANY CONTACT INFORMATION

DATE: _____

Company: _____

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

PERSON REQUESTING INTERN

First Name: _____ Last Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

PRIMARY HR CONTACT (IF DIFFERENT THAN PERSON REQUESTING)

First Name: _____ Last Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

II. POSITION DETAILS

Internship Area (please select by placing an "X" in all applicable boxes):

<input type="checkbox"/>	Accounting /Finance	<input type="checkbox"/>	Business/Sales Marketing	<input type="checkbox"/>	Engineering/IT	<input type="checkbox"/>	Production	<input type="checkbox"/>	Law
<input type="checkbox"/>	Broadcasting	<input type="checkbox"/>	Digital Media/ Graphic Design	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Public Relations/ Communications	<input type="checkbox"/>	Other _____

Position Title: _____ Department: _____

Location: City, State: _____ Accessible via public transportation: Y N

Approx. Start Date: _____ Approx. End Date: _____

Expected Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

What are the primary duties of this position (you may attach a position description)?

III. INTERN REQUIREMENTS

Matriculation Status (please select by placing an “X” in all applicable boxes):

Sophomore	Junior	Senior	MBA	MA/MS	Law	Any Status

GPA Requirement Range (4.0 Scale) _____

Technical Skills Required (please select by placing an “X” in all applicable boxes):

MS Word	MS Excel	PowerPoint	MS Publisher	Java	SQL
MS Access	Photoshop	Final Cut Pro	HTML	UNIX	Other _____

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

No academic major preference

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IV. SKILLS/CHARACTERISTICS:

V. 2010 FALL INTERN REQUEST

Companies hosting a summer 2011 Paid intern have the opportunity to select a Fall 2011 part-time Unpaid intern from our talent pool. Fall internships run from September – December.

Do you anticipate requesting a fall intern? Y N

IV. AUTHORIZATION TO BEGIN CANDIDATE SEARCH

Your electronic signature below authorizes the T. Howard Foundation to cross reference candidates in our final 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 35 – 40 hour work week.

Electronic Signature: _____ **Title and Company:** _____

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