



Career & Technical Education – Internship Application

Work-Based Learning Coordinator - Carol Taormina

Participating in an internship or co-op is a privilege. The following guidelines are used to determine eligibility.

ELIGIBILITY REQUIREMENTS

	Attendance	Minimum of 90% attendance
	CTE Grades	CTE grade 75 or higher
	Academics	Passing all academic courses
	Safety	Safety training/certification complete (OSHA 10, ServSafe, CPR, etc.) Demonstrates consistent, safe work habits
	Discipline	No major discipline referrals
	Conduct	Appropriate classroom, lab, and outside of school behavior including social media
	Work Ethic	Displays proper work attitude and strives for quality workmanship
	Knowledge/Skills	Baseline level of knowledge and skills for the industry
	Appearance	Exhibits industry appropriate appearance (uniforms, grooming, hygiene)
	Recommendation	CTE teacher approval
	Industry Specific	May require drug screening, driver's license, background check, etc.

REQUIRED DOCUMENTATION PRIOR TO WORK EXPERIENCE

	Resume	Current resume is required
	Cover Letter	Required by most; recommended for all
	Application	Internship application requesting work experience placement
	Agreement/Package	Work experience agreement complete with all required signatures
	Medical Forms	Emergency contact information, authorization for treatment, medical information
	Transportation	Arrangements confirmed; Driving permission forms & documents complete
	Work Permit	If under 18, valid working permit (working papers)

ADDITIONAL DOCUMENTATION/REQUIREMENTS

	Timesheet	Weekly timesheet/Activity log
	CTE Assignment(s)	As required by CTE instructor (Career interview, oral or written report, etc.)
	Student Evaluation	Student evaluation of internship site and internship program
	Employer Evaluation	Employer evaluation of student and internship program
	Thank You	Thank you letter/note to employer
	Resume	Update resume to include work experience and new skills



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STUDENT INFORMATION

Name: _____ Cell Phone: _____ Grade: _____

Email: _____ Date of Birth: _____ Age: _____

Address: _____

CiTi Course: _____ What day do you attend CiTi? Mon Tues Wed Thur

Previous CiTi Course(s): _____

Previous Internship Site(s): _____

TRANSPORTATION

- Student will drive (Permission form, license, registration, insurance required)
- Parent or authorized adult will drive
- Other student can ride with me. Name: _____
- Ride with another student. Name: _____
- Home School Bus: _____
- Other – Explain _____

HOME SCHOOL & ACADEMIC INFORMATION

Home School District: _____

When do you attend home school? _____

What days (if any) do you have a CiTi pull-out class? _____

EMPLOYMENT

If under 18, do you have working papers? Yes No

List present and past work experience:

Employer/Business	Address	Type of Work	From	To

REFERENCES

List **two** people who would be willing to give a reference statement. Do not use parents, relatives, or friends.

Name	Title or Business	Phone

ADDITIONAL INFORMATION

List any specialized area(s) of interest or expertise: _____

List ideas for internship placement: _____

What are your plans after graduation? _____