

## Cambridge Internship Program Application

### 1. Business Information

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

### 2. Employment

An internship position, for the purpose of this application, is a position which required a student enrolled in high school or college and have paid at least minimum wage 240 hours.

A. Number of current employees: \_\_\_\_\_

a. Full-time \_\_\_\_\_ b. Part-time \_\_\_\_\_ c. Company wide \_\_\_\_\_

B. Highest number of intern positions held at any one time during the full year prior to the date of application: \_\_\_\_\_

### 3. Short narrative or link to company background (website):

#### 4. Internship Description

Please provide the following information for the potential internship:

1. Job Title \_\_\_\_\_

Location of Internship: \_\_\_\_\_

Occupation: \_\_\_\_\_

Projected average number of hours worked per week: \_\_\_\_\_

Starting wage per hour: \_\_\_\_\_

Internship Duration: \_\_\_\_\_

Approximate start date: \_\_\_\_\_

Job Description: \_\_\_\_\_

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*I certify that all information is accurate and correct and that I will follow guidelines of program.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Completed By:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_