



Application for Internship Funding

CareerEdge was awarded funding to address the lack of experience & barriers students face while enrolled in higher education institutions. We are proud to announce the launch of a first-of-its-kind internship program to eliminate barriers for students while helping them obtain the necessary skills required to succeed in today's work environments, as well as provide supplemental income while still in school.

By taking the initiative and applying for this funding you are giving yourself the opportunity to earn wages while acquiring the necessary skills required to excel in today's changing work environments. You are also giving yourself the chance to connect with local employers, opening doors for future opportunities.

Working in the field reinforces what's being learned in your current training programs, and by providing valuable income you will be able to focus on your goals and with less stress from financial burdens. Give yourself the opportunity for success, apply for an internship!

Requirements for student application:

- Fill out application with your personal information
- Have an instructor or career service employee of your school fill out the portion on the back of this form
- Supply your resume
- Supply a letter of reference
- Complete Bridges to Careers Application on CareerEdge Website: careeredgefunders.org/bridges-to-careers/#tab-id-3



Your employer and educational instructor will track the progress of the internship throughout the program with an initial review to assess your current skills and needs, a mid-program report, and a final review after the program has been completed. CareerEdge will provide the necessary documents, but it is your responsibility to treat this internship as a professional job as well as ensure that these documents are submitted to ensure funding.

Student Information

Name: _____ School: _____ Grade: _____

Email: _____ Phone: _____

Address: _____

Do you currently work? _____ If yes, how many hours/week? _____ Full-time/part-time students: _____

Please describe why you desire to work in an internship: _____

Instructor Section

Name of instructor: _____

Email: _____ Phone: _____

For the following items, please rate as excellent, good, needs improvement, or not acceptable.

Student punctuality: _____ Comments: _____

Student appearance: _____ Comments: _____

Student performance: _____ Comments: _____

Student attitude: _____ Comments: _____

Do you recommend this student to participate in an internship program? _____ Comments: _____

Instructor Signature: _____ Date: _____

Intern Consent

POLICY OF NON-DISCRIMINATION: It is the policy of CareerEdge not to discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in its educational program, activities, and employment practices in accordance with applicable laws and regulations. Additionally, the lack of English language skills will not be barrier to admissions.

I understand this policy of non-discrimination.

DISCLOSURE: I understand that the information in this application will only be used to obtain state employment information to evaluate the CareerEdge Grant projects and that my identity (name, address, etc) will not be connected to the information obtained by the state. I understand that in working with the CareerEdge academic coach or program coordinator that I may be asked to disclose my test scores and grades to assist the coach with my academic planning and that this information will also remain confidential.

CONSENT TO PARTICIPATE IN AN EVALUATION: I give permission for CareerEdge and/or its designee to have access to information on my employment, wages, and participation in education and training for use in evaluating this training program. All information collected from these agencies will not be shared with anyone else. Agreement*

I agree to show up to work on time, dress appropriately for the work environment, adhere to the employer's policies and procedures, and not miss assigned work schedule.

I agree to the terms and conditions

Student Name: _____ Signature: _____ Date: _____

CareerEdge: _____ Signature: _____ Date: _____

Please submit all documents to Jon Pierce, CareerEdge Program Coordinator, at jon@careeredgefund.org or call 941.363.7233 with any questions.