

## MVAC/MARTIN COUNTY INTERNSHIP PROGRAM APPLICATION

**Purpose:** To provide career development, training, and employment opportunities to young adults during the summer.

**Process:** Young adults will complete a short term paid work experience/internship in a Martin County business.

- Education
  - Interest and Skills Assessment
  - Assist in the development of your job duties at your summer job placement
  - Alignment of your career interests with established Martin County businesses
- Once you are selected for the Martin County Internship Program:
  - Your career interests will be matched with that of a Martin County business.
  - You will submit a resume to the business.
  - You will interview at a business for acceptance into the work experience/internship.
  - If accepted an orientation will be completed and you will work with new employer to develop the job duties and performance standards unique to your internship.

**Payoff:**

- Students will gain valuable experience at a Martin County business.
- Students will gain insight into the leadership and career possibilities in Martin County.
- Successful completion of work experience will result in legitimate work experience for your resume.
- Coordinate your own transportation for getting to work.
- Effectively become a part of workplace team.

**Eligibility:**

- ✓ Young adult students ages 18-24
- ✓ Be a resident of Martin County.
- ✓ Young adults must be eligible to work in the U.S.
- ✓ Must be in good academic standing.

**This is a voluntary program.**

**Selected young adults will be will meet with an MVAC Career Counselor regularly, and will follow through with MVAC's and their employers requirements.**

**Application Check List**

- Complete the attached application. Be sure to fill in EVERY blank on EVERY page.
- Staple a copy of your Social Security Card to the application.
- Staple a copy of your Driver's License or MN ID or Student ID to the application.
- Sign and date all of the forms.

Please write a short paragraph telling us why you are interested in being in MVAC/Martin County's internship Program.

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Have you decided what you would like to do for your future career? Yes  No  Please describe.

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What is your educational/career plan; and where are you attending school?

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To which communities in Martin County do you have transportation to attend work experience/job?

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## WORK HISTORY

Current or Most Recent Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Job Title: \_\_\_\_\_ Number of Hours Per Week: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Job Title: \_\_\_\_\_ Number of Hours Per Week: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## MVAC/Martin County Internship Program

<b>NAME:</b>					
Last	First	Middle			
<b>SOCIAL SECURITY NUMBER:</b>	<b>DATE OF BIRTH:</b>	<b>AGE:</b>	<b>GENDER:</b> <input type="checkbox"/> Male *Note: Males, 18 yrs and older must <input type="checkbox"/> Female register with Selective Service		
<b>ADDRESS:</b>					
Street	PO Box or Apt #	City	State	Zip	
<b>COUNTY:</b>			<b>EMAIL ADDRESS:</b>		
<b>CELL PHONE:</b> <b>CELL PHONE COMPANY:</b>  Check here if OK to send text messages to this number <input type="checkbox"/>			<b>VETERAN:</b> <input type="checkbox"/> Yes (If yes, need copy of DD-214) <input type="checkbox"/> No		
<b>HOME PHONE:</b>					
<b>EMERGENCY CONTACT INFORMATION:</b>					
Name	Address		Phone		
<b>PERSONAL/PROFESSIONAL REFERENCES:</b>					
Name	Address	Phone			

### **CERTIFICATION STATEMENT:**

I certify that the information provided is true to the best of my knowledge, and that it may be subject to review and verification. I have read the information regarding parental permission and releases and agree to its content.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Reviewed by MVAC staff: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: YES \_\_\_\_\_

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

Notified Youth: YES \_\_\_\_\_ Date: \_\_\_\_\_