

Mooresville Graded School District
Internship Program

Internship Application

Student Name _____ Current Grade _____

Address _____

(Street/Apartment)

_____ Telephone _____

(City/Zip)

Date of Birth _____ Student ID # _____

Mother/Guardian's Name _____

Place of Employment _____ Work # _____

Father/Guardian's Name _____

Place of Employment _____ Work # _____

Please describe the type of internship you are interested in obtaining and/or name of the company (if known).

Describe your career objective at this time. What are your post-high school graduation plans? (Include both post-secondary educational plans and career goals.)

List all employment and/or volunteer experience:

Employed by (Company)	Supervisor	Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List times (hours, days or time of year) when you would be **UNABLE** to work:

Hours, Day, Time of Year	Reason
_____	_____
_____	_____
_____	_____

Describe your transportation to and from the internship site:

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



Mooresville Graded School District offers a free and appropriate education to all students without regard to race, sex, religion, ethnic origin or handicapping condition.

Internship Training Plan

Student's Name _____

Sponsoring Company _____

Address _____

Company Contact Person _____

Phone Number _____

Internship Dates _____

TASKS TO BE PERFORMED

(Use separate sheet if needed)

The student intern will:

Company Sponsor Signature

Student Intern Signature

Parent/Guardian Signature

Mooresville Graded School District Internship Recommendation Form

*A **COMPLETE** application includes **3** Letters of Recommendation*

Full Name of Applicant: _____

The student named above is being considered for a high school internship placement. Please take a few moments to complete this recommendation form. Return this form in an envelop to Michele Beaty, Career Development Coordinator. Thank you for your help.

How would you rate the student in the following areas? Please check one line per category.

	Below Average	Average	Above Average
Demonstrates ability to work with others			
Uses good judgment			
Maintains good attendance			
Demonstrates honesty and integrity			
Maintains interest and enthusiasm			
Demonstrates initiative			
Accepts responsibility			
Demonstrates dependability			
Maintains positive attitude			
Uses feedback constructively			
Produces quality work			

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the applicant's relative maturity, integrity, independence, initiative, capacity for growth, ability to change, and emotional maturity/stability. We welcome any information that will help us determine the appropriateness of placing this student as an intern. *Please use the back of this form for these additional comments.*

Based on your knowledge of the student, do you:

Highly recommend Recommend with reservations
 Recommend Prefer not to make a recommendation

Name of person completing this form: _____

Position: _____

Work Address: _____

Work Phone: _____ FAX: _____

Signature: _____ Date: _____



**INTERNSHIP
RELEASE
AND
CONFIDENTIALITY STATEMENT**

Name of Student _____

Name of Business/Agency where interning _____

TO THE STUDENTS AND PARENTS OR GUARDIANS:

The staff of N.F. Woods Advanced Technology and Arts Center and the above business/ industry will make every effort possible to insure the safety, health, and welfare of all participates in the internship program. Despite all efforts and precautions, it must be anticipated that an emergency, illness, or injury may affect students participating in the program.

I understand that neither the Mooresville Graded School and/or any representative of the school system nor the above business/agency, nor any party, organization or agency collaborating with the Internship Program is or will be liable for any injury, illness, loss, damage, deviation delay, or curtailment, however caused, or the consequences thereof, which may occur as a result of my participation in the above internship experience or while en route to or from the work site.

I have read the above paragraph and do accept the statement set forth.

I further understand that as a student involved with the Mooresville Graded School Internship Program, I may have access to information about the agency, company, employees, and/or clients that is sensitive or private. Regardless of whether the information is obtained formally, informally, deliberately, or accidentally, I understand that it is my responsibility to keep all such information strictly confidential.

By signing this statement, I promise to adhere to this policy of confidentiality. I also understate that a single breach of confidentiality will result in automatic termination of my internship.

Student Signature _____ Date _____

Parent Signature _____ Date _____