

# EMPLOYER/INTERNSHIP APPLICATION

Please sign and complete this form in as much detail as possible, and return to [danna.lewis@siu.edu](mailto:danna.lewis@siu.edu) or at the fax number below.

Company/organization

Focus of organization

Address

City, state, ZIP

Contact person

Title

Telephone #

Website

E-mail

Internship position title

Location

Wage

No. of positions

Every semester  Spring (Jan.-May)  Summer  Fall (Sept.-Dec.)

Hours per week

No. of weeks

Detailed description of job duties:  (Check if sheet attached)

List qualifications, requirements, preferred academic major and preferred level of student (sophomore, junior, senior, etc.):

(Check if sheet attached)

I will accept phone inquiries from students:  Yes  No Car required?  Yes  No

Is proof of U.S. citizenship required?  Yes  No

Non-discrimination statement: This employer does not discriminate based on age, sex, race, religion, national origin, marital status or handicap. I have also reviewed the internship brochure.

Signed: \_\_\_\_\_

Employer representative

Date

## FOR OFFICE USE ONLY

Student intern

Major

Return completed form to:

To: Danna Lewis – Director of Career Services

Email: [danna.lewis@business.siu.edu](mailto:danna.lewis@business.siu.edu)

Fax: 618/453-7961

Position approved by

Signature Date

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

Faculty: \_\_\_\_\_

Student: \_\_\_\_\_

Notes: \_\_\_\_\_