**INTERN REQUEST FORM**

Per Procedures 0518, “Internship Program,” by submittal of this form, you are requesting the Internship Coordinator to recruit and conduct interviews of interns for the specified positions. If desired, supervisors can conduct a second interview with students OR extend an offer without a second interview after reviewing the interview packets.

Requesting Division/District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many intern positions do you want to fill?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What will be the physical work location for the intern(s) (ie. Building location, city)?\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. When do you want the intern(s) to start work?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many hours per week are you expecting the intern(s) to work?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What college degree should the intern(s) be pursuing?
4. Business
5. Engineering
6. Computer Science
7. Journalism
8. Criminal Justice
9. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. What are some general work responsibilities the intern(s) will have?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Are there specific work requirements (licenses, job skills, etc.) necessary?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Hiring Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send completed form to:

**Ida Mitchell**

**Senior Human Resources Specialist**

**Equal Opportunity and Diversity Division**

**Internship Coordinator**

**573-751-2675**

[**Ida.mitchell@modot.mo.gov**](mailto:Ida.mitchell@modot.mo.gov)

CC: CO-HREmp

District HR office