



EXECUTIVE HUMAN RESOURCES INTERNSHIP PROGRAM APPLICATION

MINIMUM QUALIFICATIONS TO APPLY:

- 1) Must be a Junior (11th grade)
- 2) Application completed and signed by student and parent/guardian
- 3) Official transcript
- 4) One letter of recommendation from a teacher, guidance counselor or school administrator (on school letterhead)
- 5) One-page, typed and double-spaced essay: "Why I Should Be Chosen for the HR Internship Program"
- 6) 3.0 or higher GPA (on 4.0 scale)
- 7) Involvement in extracurricular activities

PERSONAL INFORMATION

DATE _____

LAST NAME _____ FIRST NAME _____ M.I. _____

HOME ADDRESS _____
STREET _____ APT _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS: v _____

SCHOOL _____ CURRENT GRADE _____

CAREER INTERESTS _____

CURRENT GPA _____ EXPECTED GRADUATION DATE _____

DO YOU HAVE RELIABLE DAILY TRANSPORTATION? YES NO

PLEASE EXPLAIN (Drive, Parents, City Bus, etc.) _____

ARE YOU CURRENTLY EMPLOYED? YES NO DAYS/HOURS _____

IF YES, WHERE DO YOU WORK? _____

CAN YOU COMMIT TO A 12-MONTH INTERNSHIP PROGRAM JANUARY 15 - DECEMBER 15, 2015?
(See Page 3 for Details) YES NO

HAVE YOU EVER RECEIVED TRAINING ON ANY OF THE FOLLOWING? (Check all that apply.)

- | | | |
|---|---|---|
| <input type="checkbox"/> INTERVIEW TECHNIQUES | <input type="checkbox"/> RESUME WRITING | <input type="checkbox"/> DRESSING FOR SUCCESS |
| <input type="checkbox"/> BUSINESS ETIQUETTE | <input type="checkbox"/> COMMUNICATION SKILLS | <input type="checkbox"/> TEAMWORK SKILLS |
| <input type="checkbox"/> CREATIVE THINKING | <input type="checkbox"/> LEADERSHIP SKILLS | <input type="checkbox"/> PROBLEM-SOLVING |

EXTRA-CURRICULAR AREAS OF INTEREST: (Hobbies, Activities, Sports, etc.)

CLUBS/ORGANIZATIONS: _____

LEADERSHIP ACTIVITIES: _____

EMERGENCY CONTACT INFORMATION: (Please PRINT)

PARENT/GUARDIAN _____ RELATION _____

HOME PHONE _____ CELL _____ BUSINESS _____

PARENT/GUARDIAN _____ RELATION _____

HOME PHONE _____ CELL _____ BUSINESS _____

MAILING ADDRESS _____ APT _____

CITY _____ STATE _____ ZIP CODE _____

STUDENT PARTICIPATION AGREEMENT

The planned training sessions, meetings, and activities listed below are included in the Executive Human Resources Internship Program. All students accepted into this program must agree to all of the following:

- 1) Attend Orientation/HR Crash Course Training (4 hour training) – October
- 2) Attend 2-hour *HR Tampa* Meetings (May choose between breakfast meeting 7:30 - 9:30 a.m. or dinner meeting 5:30 - 7:30 p.m.) November
- 3) Attend four-five Workshops hosted by Committee (January-September)
- 4) Attend one Career Fair
- 5) Volunteer with a reputable, approved charitable organization (Minimum 10 service hours)
- 6) Visit a minimum of two Human Resources Departments of approved local businesses
- 7) Exhibit professionalism and respectful behavior at all times, especially when working with assigned mentor and representing the Executive Internship Program in the community
- 8) Attend all scheduled Executive Internship Student meetings throughout the program (no more than 5 meetings)
- 9) Complete designated assignments
- 10) Deliver a final presentation to HR Tampa membership to complete the program September or October Senior year.
- 11) Attend all meetings on time (Student must notify their assigned mentor within the hour of the scheduled event if unable to attend or unavoidably late.)

I have read, understand, and agree to the above-stated requirements of the Executive Human Resources Internship Program.

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

Please submit the completed and signed application and packet to:

Deborah Erdahl, Internship Program Director
HR Tampa
1930 Land O' Lakes Blvd. Suite 11
Lutz, FL 33549

For questions regarding this program or the agreement packet, please contact Deborah Erdahl at:
deberdahl@gmail.com. Phone: (813) 294-0667

On the basis of race, color, sex, national origin, marital status, disability, age or religion, no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any educational program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.