NORTH SEATTLE COLLEGE
One of the Seattle Colleges

INTERN REQUEST FORM

The following information is required in order to set up your internship position on the college career hub. If your organization is registered on the site, you will be able to view your position and search for resumes. If you are not registered, the college will do it for you or you may self-register at: http://seattlecolleges.edu/careerhub/

Have you listed an internship or job with NSC previously? _____

Company/Agency Name: _____

Address: _____

Type of Organization/Business: _____

Contact Person (first/last name & title): _____

E-mail: _____   Phone: _____   Fax: _____

Internship Start Date: _____   End Date: _____   Flexible: ___yes ____no

Site Address: _____

Position Type: __ Paid Internship   __ Unpaid Internship*   __ Volunteer Opportunity (non-profits only)

Position Title: _____   Rate of Pay: _____   Hours per Week: _____

Estimated total Internship Hours: (*Note: Students must complete 99 Work site hours for 3 course credits*)_____

Position Description (*include specific projects, tasks, goals, days/hours*):   _____

_____

_____

_____

Minimum Requirements: _____

_____

 Potential Learning Outcomes for Student: _____

_____

_____

Description of on-the-job supervision: _____

_____

Application Receipt Preference: __ direct contact from students   __ Intern Office screen and forward resumes

Application Closing Date: _____

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Additional Comments/Information: _____

_____

_____

_____

_____

_____

*All internships must comply with Department of Labor wage and workplace standards. Unpaid internships have more specific compliance criteria. DOL requirements are listed on the WA State Labor & Industries website (www.lni.wa.gov/WorkplaceRights/Wages/PayReq/Internships/). If internship is unpaid, employers are not required but are encouraged to pay the nominal fee (approx. 7 cents per hour) toward L & I coverage.

Non-Discrimination Policy

Organizations posting internships and recruiting through North Seattle Community College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability.

The College reserves the right of refusal to employers/agencies who do not meet the above condition.

Should you have any questions regarding the above information, please feel free to contact the NSC Internship Coordinator at carla.thompson@seattlecolleges.edu or call: 206.934.3734.

For Office Use Only		
Office Rec'd Date: _____	Date Added to Interfase: _____	Date Sent to Empl. for Approval: _____
Date Approved by Empl.: _____	Date Approved in Interfase: _____	Date Closed in Interfase: _____