

Inner City Youth Internship Program
With Urban Education Partnership
www.urbanedpartnership.org

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Host Site Application Form

___ YES! I wish to employ an intern
(organization subsidized)

___ YES! I wish to employ an intern
(SCALL subsidized)

Host Site:

Address:

Intern's Supervisor(s):

The Intern will do the following tasks:

The Intern will work _____ full time / _____ part time.

The Intern will work the following hours:

The Intern will begin work on:

Our host site _____ will / _____ will not subsidize parking?

Our host site _____ will / _____ will not subsidize public transportation?

What is the appropriate attire?

(Non-profit host sites do not need to choose a salary option below. Please proceed directly to the signature line.)

Our host site _____ would like Urban Education Partnership to handle the intern's compensation. I understand that our host site will pay Urban Education Partnership \$2,200.00 (for six to eight weeks of work) at the beginning of the student's employment.

Our host site _____ will handle the intern's compensation through our payroll department. I understand that we will save Urban Education Partnership's payroll cost and administrative fee. As a result, the intern's compensation becomes \$ 1,760.00.

Signature:

Print Name:

Telephone:

E-Mail:
