

Intern request Form

To be completed and signed by the employer

Please complete and sign the following worksheet regarding your property and the intern program you will provide.

Property name: _____

Property Address: _____

Phone Number: _____

Human Resources Director: _____ Email: _____

Intern's Direct Supervisor: _____

Intern Position Offered: _____

Please attach a brief job description if available.

Requested Beginning Date: _____ Ending date: _____

Rate of Pay: \$ _____ per _____

Overtime: Yes ___ No ___ Hours to be worked per week _____

Length of Intern Program in months: _____

Additional Comments: _____

Signed by: _____

Position: _____ Date: _____
