

Employer/Internship Information Form



Please sign and complete this form in as much detail as possible and return to the Career Services Office at the address or fax number below.

Company/Organization

Product or Service

Address

City, State, Zip

Contact Person

Title

Telephone #

Fax #

E-mail

Internship Position Title

Wage

of Positions

Hours per Week

of Weeks

Spring (Jan-May)

Summer

Fall (Sept-Dec)

Every Semester

Detailed Description of Job Duties: (Check if sheet attached)

List Qualifications, Requirements, preferred Academic Major: (Check if sheet attached)

I will accept phone inquiries from students: Yes No

Is Car Required? Yes No

Is Proof of U.S. Citizenship required? Yes No

Non-discrimination statement: This employer does not discriminate based on age, sex, race, religion, National origin, marital status, or handicap.

Signed: _____

Employer Representative

Date

Student Intern

Major

Return completed form to:

To: Tish Jepsen - Coordinator of Career Services

Fax #: (610) 396-6318

From:

Date:

Pages:

Message:

Position Approved by (PSU):

Signature

Date

Penn State Berks
Career Services Office
10 Perkins Student Center- Tulpehocken Road
P.O. Box 7009, Reading, PA 19610-6009
Phone: (610) 396-6019 - Fax: (610) 396-6318
E-mail: paj7@psu.edu
*Penn State is committed to affirmative action, equal opportunity
and diversity of its workforce. U.Ed. BKO 07-46*