



# Career Readiness Requirement

Verification Form: **PAID INTERNSHIP**

In order to fulfill this requirement, Intern **MUST** fill out the online survey at -

<http://www.surveygizmo.com/s3/3523773/Career-Readiness-Program-2-0-Years-2-5-Intern-Experience-Survey>

## PRODUCTION COMPANY

Date \_\_\_\_\_ Queue # \_\_\_\_\_  
Project Title \_\_\_\_\_  
Primary Contact Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## CAREER READINESS ORGANIZATION

School OR Career Based Learning Program \_\_\_\_\_  
Program Type/Degree Type \_\_\_\_\_

## SITE BASED SUPERVISOR

Name \_\_\_\_\_ Position \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

## INTERN INFORMATION

Name \_\_\_\_\_ Age (must be at least 18 years of age) \_\_\_\_\_  
Course \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Internship Description (location, duration, production area) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship Hours: <b>PROJECTED</b>	Start Date	End Date	Total # of Hours
Minimum 75 Hours	_____	_____	_____

Production Company Authorization	Intern Acknowledgement
Name _____	Name _____
Date _____	Date _____

Internship Hours: <b>COMPLETED</b>	Start Date	End Date	Total # of Hours
Minimum 75 Hours	_____	_____	_____

Production Company Authorization	Intern Acknowledgement
Primary Contact _____	Name _____
Signature _____	Signature _____
Date _____	Date _____
<input type="checkbox"/> Reviewed timecards, payroll record, etc.	<input type="checkbox"/> Reviewed timecards, payroll record, etc.