

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

Address

Contact Person

Telephone #

Fax #

Internship Position Title

Hours per Week

of Weeks

Spring (Jan-May)

Summer

Fall (Sep-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
 Email: pai7@psu.edu**

Penn State is committed to affirmative action, equal opportunity and diversity of its workforce.

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