

# 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](mailto:paj7@psu.edu)  
*Penn State is committed to affirmative action, equal opportunity  
 and diversity of its workforce. U.Ed. BKO 07-46*