

Employer/Internship Information



PennState
Berks

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