Internship Placement Checklist

Application:

\_\_\_\_\_ Fill out first section of Application giving your personal information

\_\_\_\_\_ Have Attendance fill out the next section of the Application

\_\_\_\_\_ In the next section have all of your Instructors put your current /past grades &

they initial

\_\_\_\_\_ Have a parent or guardian sign the consent for record release if you’re under 18

- you can sign if you’re 18

\_\_\_\_\_ Complete section giving employment information

\_\_\_\_\_ IB Tech Application

Training Agreement:

\_\_\_\_\_ Fill out both the top sections - giving both business and personal information

\_\_\_\_\_ Fill out the “days of the week” as well as “starting/ending time” area

\_\_\_\_\_ Give to your instructor to fill out the following sections:

* Tasks Performed on Job
* Instruction Required
* Date Achieved

\_\_\_\_\_ Take the agreement to your employer to have them look over and sign

\_\_\_\_\_ Make sure you have the following signatures:

* Program Instructor
* Program Supervisor
* Parent/Guardian
* Yourself

\_\_\_\_\_ Turn into Mrs. Stone

Other Items:

\_\_\_\_\_ If you are under 18 - see Mrs. Stone for a Work Permit

\_\_\_\_\_ If your schedule needs changed in any way you must meet with your guidance

counselor, only after you have been approved for Early Job Placement by the

Program Supervisor

\_\_\_\_\_ Bank/Checking Account (must provide an account or routing number) voided check or

bank information stating routing and account number. MANDATORY

\_\_\_\_\_ Dress Code policies and procedures (blue/black jeans, safety shoes/steel toed and a

plain blue navy T- shirt).

\_\_\_\_\_ 2 forms of ID (see attached)

\_\_\_\_\_ Emergency Medical Form

\_\_\_\_\_ Application

\_\_\_\_\_ Associate Information Sheet

\_\_\_\_\_ BWC Form (Parent)

\_\_\_\_\_ BWC Form (Student)

\_\_\_\_\_ Ohio Tax Form

\_\_\_\_\_\_ W2 Form

\_\_\_\_\_ EEO form

\_\_\_\_\_ Tax Form for ethnicity

\_\_\_\_\_ Confidentiality Form

\_\_\_\_\_ Direct Deposit Form

\_\_\_\_\_ Provide own transportation

\_\_\_\_\_ Attendance Policy Form (Parent Sign Off)

\_\_\_\_\_ Drug Test Policy Form (Parent)

\_\_\_\_\_ Drug Test Policy Form (Student)

\_\_\_\_\_ Vending Form (Parent)

\_\_\_\_\_ Vending Form (Student)

\_\_\_\_\_ Internship Agreement Form Max. 25 Hr. Week Form (Parent)

\_\_\_\_\_ Internship Agreement Form Max. 25 Hr. Week Form (Student)