



INTERN WORK FORM

NAME AND ADDRESS OF INTERN: _____

INTERN'S PHONE NUMBER: _____

EMERGENCY CONTACT INFORMATION: _____

INTERN POSITION BEING CONSIDERED FOR: _____

DEPARTMENT: _____

DATES OF EMPLOYMENT: From _____ To _____
(month/year) (month/year)

ACCORDING TO BOYS & GIRLS HOMES OF NC PERSONNEL POLICY ON VOLUNTEERS AND/OR INTERNS:
"Volunteers and interns, when utilized, will receive no pay or benefits. They are required to sign a volunteer or intern form in the Human Resources Manager's office. However, they will be subject to the same pre-service training and orientation as regular employees. And, they must meet the same standards for qualifications and selection. Their specific duties and responsibilities, as well as their direct supervisors, will be specified in writing."

By signing this form, I understand and agree to adhere to the above policies guidelines:

INTERN'S SIGNATURE AND DATE:

APPROVED BY:

Name: _____ Title: _____ Date: _____