



Grays Harbor Youth Works Employer and Mentor Application

Application Checklist

WSP Background Check

Submit Job Description

Name of Organization: _____

Workplace Address: _____

Street

City

State

Zip Code

Office Phone: _____

Contact Person: _____

Cell Phone: _____ Email: _____

*(*if not the same)*

Assigned Mentor: _____

Cell Phone: _____ Email: _____

Please inform your student intern of the preferred/most appropriate form of communication for varying circumstances (i.e. sick day, professional questions, etc.). Unless noted, it is expected that the Program Coordinator will be able to reach the Mentor via phone and email when necessary.

*Other: _____

Please check the box that best describes your business. (Please chose only one.)

Please also attach a job description providing a job title, summary of the potential tasks and duties.

Agriculture, Food & Natural Resources		Hospitality & Tourism	
Architecture & Construction		Human Services	
Arts, A/V Technology & Communications		Information Technology	
Business Management and Admin.		Law, Public Safety, Corrections & Security	
Education & Training		Manufacturing	
Finance		Marketing	
Government & Public Admin.		Science, Technology, Engineering, & Mathematics	
Health Science (Medical/Dental)		Transportation, Distribution & Logistics	
		Mechanical/Shop	

Which types of skill and knowledge will the student need to possess in order to be successful in this internship? (check all that apply)

Computer skills	Microsoft Word		Math Skills	Geometry	
	Microsoft Publisher			Addition/Subtraction/Division	
	Microsoft Excel			Physics	
	Microsoft PowerPoint		Other*		
	Email composition				
	Website construction				
	Social Media				
Office Skills	Filing				
	Typing				
	Using a calculator				
	Answering phone				
	Team player/work in groups				

*Other notes: _____

Is there a uniform required for this position? Yes ____ No ____ (If yes, please plan on providing it for the student.)

What hours and days are your business usually open? (check all that apply)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Before 7 a.m.	
8 a.m.	
9 a.m.	
10 a.m.	
11 a.m.	

12 p.m.	
1 p.m.	
2 p.m.	
3 p.m.	
4 p.m.	
5 p.m.	
6 p.m.	
After 6 p.m.	

NOTE: The goal of the program is to support both student and business needs. Student schedules are often restricted based on factors such as travel time and other school commitments. GHYW will work with both parties to ensure that schedules fit both parties' calendars.

 GHYW has Labor & Industries coverage on interns as well as liability insurance (commercial umbrella policy).

Business Contact Signature: _____ Date: _____

For questions or inquiries, please contact:

Lena Eyn, Program Coordinator