



# Career Readiness Requirement

Verification Form: **PAID INTERNSHIP**

## PRODUCTION COMPANY

Date \_\_\_\_\_ Queue # \_\_\_\_\_  
Project Title \_\_\_\_\_  
Primary Contact's Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## CAREER READINESS ORGANIZATION

School \_\_\_\_\_  
District \_\_\_\_\_  
Program Type \_\_\_\_\_

### Site-Based Supervisor

Name \_\_\_\_\_ Position \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

### Student Intern

Name \_\_\_\_\_ Age (must be 18 years of age) \_\_\_\_\_  
Course \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Internship Description (location, duration, production area) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship Hours: PROJECTED
Minimum 75 Hours

Start Date

End Date

Total # of Hours

### Production Company Authorization

Primary Contact \_\_\_\_\_  
Date \_\_\_\_\_

### Site Supervisor Authorization

Primary Contact \_\_\_\_\_  
Date \_\_\_\_\_

Internship Hours: COMPLETED
Minimum 75 Hours

Start Date

End Date

Total # of Hours

### Production Company Authorization

Primary Contact \_\_\_\_\_

### Site Supervisor Authorization

Primary Contact \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ Reviewed timecards, payroll record, etc.

Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ Reviewed timecards, payroll record, etc.