



Internship Program  
1600 East Golf Road  
Des Plaines, Illinois 60016  
847-376-7165  
internships@oakton.edu

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## Internship Program Employer Application

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Briefly describe your company \_\_\_\_\_

Company Website Address \_\_\_\_\_ Name of Hiring Contact \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Have you worked with Oakton's Internship Program in the past? Yes (when?) \_\_\_\_\_ No \_\_\_\_\_

Internship Title \_\_\_\_\_

Name and title of the person who will supervise the intern \_\_\_\_\_

Supervisor telephone number \_\_\_\_\_ E-mail \_\_\_\_\_

Projects/activities to be assigned to the intern. Please be thorough and specific. Attach a job description if available.

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Preferred field of study/major and skill sets \_\_\_\_\_

Training opportunities provided \_\_\_\_\_

Educational/learning opportunities provided \_\_\_\_\_

Benefits available outside the intern's assigned job duties (networking, workshops/speakers, mentoring, etc.)

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Software/ equipment intern is expected to use. Is training provided?

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Duration of the internship? Typically 12 to 16 weeks, but some have gone 24 weeks. We are open to micro-internships of 4 weeks and being project-based. \_\_\_\_\_

Preferred start date? \_\_\_\_\_ Hours per week (typically 10-20) \_\_\_\_\_

Are there specific days of the week and specific hours (E.g., “Shifts must take place during normal business hours of 8:30am to 5pm M-F, but remote projects on your own time may be possible.”) the internship shifts must take place during? \_\_\_\_\_

Hourly wage? This use to be \$12 – 25, but now that Cook County’s minimum wage for most businesses is now \$14.05, [as of July 1, 2024](#), please do not list wages below \$14.05 unless your municipality created its own ruling less than that). If wage varies based on experience, list range. \_\_\_\_\_

*NOTE: Unpaid internships are difficult to fill, and are often illegal (See [US Department of Labor Fact Sheet #71](#) for more information)*

Check the 3 most important characteristics you are seeking in an intern

\_\_\_ Skill set that matches/exceeds those listed on job description

\_\_\_ Career goals in line with position/company

\_\_\_ Level of education/amount of credits earned

\_\_\_ Specific classes completed (*please work with Internship Specialist to identify*)

\_\_\_ Academic performance

\_\_\_ Related past work experience

\_\_\_ Personality/Drive/Enthusiasm

\_\_\_ Maturity/Professionalism

\_\_\_ Verbal communication skills

\_\_\_ Written communication skills

\_\_\_ Leadership Ability/Ability to work independently

\_\_\_ Teamwork skills/Ability to work well in groups

\_\_\_ Reliability

\_\_\_ Trainability

\_\_\_ Other (please list): \_\_\_\_\_

**Return completed form to:** [internships@oakton.edu](mailto:internships@oakton.edu)