



## IT Training, IT Staffing and Solution Services

Website: [WWW.itexps.com](http://WWW.itexps.com)

Email: [info@itexps.com](mailto:info@itexps.com)

Phone: 847-350-9034

Address: 951 N Plum Grove Rd, Suite A, Schaumburg IL 60173

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# *Internship*

## APPLICATION FORM

(YOU WILL BE CONTACTED *ONLY IF* ITEXPS WISHES TO PURSUE THIS APPLICATION).

Last Name \_\_\_\_\_

First/ Name \_\_\_\_\_

Gender (M/F)

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Date of Birth (Day/Month/Year)

Place of Birth

Present Nationality

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**Your Address:**

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Telephone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Insurance:** I hereby confirm that I hold a health/accident insurance policy with the

\_\_\_\_\_ Company. My policy number is \_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency notify: Name: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_



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Date available for internship. From: \_\_\_\_\_ To: \_\_\_\_\_

Are you interested in a part-time internship? Yes (  ) No (  )

What day and time are you available?

\_\_\_\_\_

Do you drive? \_\_\_\_\_ If not, how would you come to ITEXPS office? \_\_\_\_\_

What are your preferred areas of work? 1/

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your objectives in undertaking an internship with ITEXPS?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Higher Education (College and/or University, or equivalent)

<u>Institution</u> (Name, Place, Country)	<u>Month/Year</u> <u>Attended</u>	<u>Degrees Obtained</u>	<u>Major Subjects of Study</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Degree(s) Expected:

\_\_\_\_\_

Your key Strengths/Skills:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Your key Accomplishments:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Your Hobbies/Interest:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_



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**Career Plans** [Where you want to see in 5, 10, 15 years from now?]:

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**Employment:** Please describe any previous practical experience you may have had.

1)

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2)

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- 3 -

**Reference:** Indicate the name of your mentor or adviser or the Dean of the Faculty who can recommend you for the internship and describe your character and qualifications.

Full Name

Full Address

Business or Occupation

Email, Phone

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1)

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2)

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### Student Responsibilities While On Assignment:

- Student is expected to participate in an Organization orientation, including the processes and techniques for maintaining the safety of the workplace.
- Student is expected to abide by all rules and regulations established by the worksite supervisor, as well as the Organization's policies and procedures.
- Student will not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the site supervisor. Further any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program
- Student is responsible for reporting to the Faculty Internship Advisor or ITEXPS Career Services Internship Coordinator the reassignment of tasks which differ significantly from the agreed-upon duties and responsibilities, outlined on the signed Internship Work Agreement form.
- Student understands that if s/he is using personal vehicle when traveling to/from internship or for the benefit of the Organization, ITEXPS has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
- Student understands that ITEXPS assumes no responsibility for personal injury which may be suffered during the internship.



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- Student agrees to contact the Career Services Internship Coordinator should issues of sexual harassment or other grievance-related issues arise.
- Student will not file for Unemployment Compensation benefits upon the completion of the work term.
- Student agrees to have sufficient health, accident, disability, and hospitalization insurance to cover him/her during the internship.
- Student is expected to attend the worksite whenever scheduled to work. If the student must be absent due to illness or family emergency, the student is required to report the needed absence to the site supervisor as soon as possible. Further, the student must report the absence to the Faculty Internship Advisor, if required by that department. Students are also expected to be "on-time" for work and prompt in completing assigned tasks.
- Student is agreed that this internship program is unpaid positions providing students with practical experience to support their learning.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For minors, Parent/Gradian Signature is required

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach the Following documents to your application:

- (1) Three letters of recommendation, at least one of which is from a faculty member.
- (2) A one-page statement concerning the reasons why you should be selected as an intern.
- (3) A copy of your latest transcript.
- (4) Any other document that you want to submit in support of your application