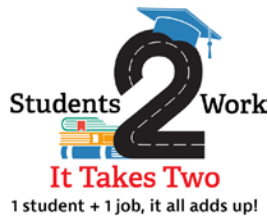


Host Company Agreement Summer 2020



Thank you for your support in hosting a Student2Work Intern for the 2020 summer program. Please note that the dates of the internship will be June 1, 2020 -July 30, 2020. All students participating in the S2W Program must pass drug screenings and background checks which are provided at no charge to the employer.

Students qualifying for the program will receive their employer assignment late January. Employers will be provided the name and profile of their student on May 14, 2020 at a special event from 4:00-6:00, location TBD. Employers will also be invited to a Student and Parent night on February 13th at Augusta Technical College.

You agree that your organization will provide a minimum of total student earnings of 256 hours at \$8.00 hour for the program. This includes one week with pay of off-site soft skills training (32 hours) and seven weeks (224 hours) at your work site for the interns.

All partner companies that offer high school internships to students of the Richmond County School System are asked to complete the information below and return to Blaire Marvin at Blaire.Marvin@augustametrochamber.com.

Host Company Name _____ Number of Interns Requested _____

Address, City, Zip _____

Owner/Manager/Decision Maker Name _____

Phone _____ Email _____

Intern's Supervisor Name (if different than above) _____

Phone _____ Email _____

Type of Organization: Government _____ Private _____ Non-Profit _____

Industry Sector – Please indicate primary classification:

<input type="checkbox"/> Agriculture/Environmental	<input type="checkbox"/> Finance and Insurance	<input type="checkbox"/> Professional and Technical
<input type="checkbox"/> Architecture, Construction and Engineering	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Arts, Entertainment and Recreation	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Retail
<input type="checkbox"/> Automotive	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Transportation and Logistics
<input type="checkbox"/> Communications and Media	<input type="checkbox"/> Justice and Law	<input type="checkbox"/> Utilities
<input type="checkbox"/> Community Development	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Other _____
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Municipal Services	

How often will interns be paid? Weekly _____ Bi-Weekly _____ Semi-Monthly _____

Will your company require an outside payroll service for your student? Yes _____ No _____

Can your company provide student transportation if needed? Yes _____ No _____

Will your company contribute \$50 towards (2) student shirts? Yes _____ No _____

Are there any pre-employment guidelines or special onboarding procedures needed by your company before the students can begin work? If so, please explain:

Please list the typical tasks/projects the students will be performing and/or attach a job description.

Please describe the physical work environment the students will be working in and give an example of the day-to-day dress code of the job.

Are there any special requirements or skills needed to perform the tasks of this internship?

RESPONSIBILITIES of the Host Company:

- *Host Company must keep accurate records of the student's time and attendance for the assigned work hours.*
- *Host Company must engage the student in meaningful work and provide tools and equipment necessary for the student to effectively carry out their duties.*
- *Host Company must promptly notify (Students2Work) regarding performance issues prior to removal of the student from the program.*
- *Host Company may recommend removal of the student from the program if the students work conduct is unsatisfactory to company.*

Office Use Only

Agreement Code: _____
Initials: _____

