

COMMUNITY PARTNER SPONSORED INTERNSHIP OPPORTUNITIES-EMPLOYER/SITE REGISTRATION

Career and Civic Engagement • Hauptert Union Building, Bethlehem, PA 18018 • 610-861-1509

- If your office has an available internship opportunity for students, please complete this form and return it to The Center for Career and Civic Engagement. This information will then be uploaded to Hound Hire Link for students to view.
- This does not guarantee that a student will be placed in the internship.
- Students must complete a minimum of 140 hours over the course of the experience.
- Employers agree to complete an evaluation form about the program at the end of the student's experience.
- Payment will be dispersed to the student from Moravian College at the mid-point of the internship and at the end.

Organization: _____

Supervisor/Contact Person/Title: _____ Phone Number: _____

Email Address: _____

Organization Mailing Address (including street, city, state, zip)

Internship Title: _____

Internship Description: (Please be as descriptive about the position as possible. Include duties of position & anticipated number of hours needed. Attach a separate piece of paper if you prefer.)

Applicant Requirements: (please list any/all requirements for this position including major, GPA, computer skills, etc.)

Application Requirements: Please check all that apply.

- € Resume
- € Cover letter

Please return this form to:
Center for Career and Civic Engagement, Moravian College
Email: careercivic@moravian.edu
1200 Main Street, Bethlehem, PA 18018