

## Employer Interest Form

**Creating Opportunities and Real Experiences (CORE) Internship Program**, is an initiative of the Los Angeles County's Youth@Work program, in partnership with the Los Angeles Area Chamber of Commerce. The program is aimed at providing youth, ages 18-24, who have faced barriers to entering the workforce an opportunity to obtain paid career exploration and on-the-job work experience. CORE offers youth who have a criminal justice background **two-months of paid work experience**, valuable **employment skills**, a **support network** and **lived-experience mentors** to help them advance. The America's Job Center of California will be the employer of record and will assume the role and responsibility of the primary employer.

*\*This is an interest form only. Completing the form does not guarantee access to a qualified intern. Every attempt will be made to match participating companies with a qualified intern based on the criteria and information provided.*

Thank you for your interest!

Company/Business Information		
Company Name:		Company Phone#
Company Address:		
City:	State:	Zip Code:
Contact's Name:		Contact's Title:
Contact's Phone: Ext:		Contact's Email:
Secondary Contact's Name:		Secondary Contact's Title:
Secondary Contact's Phone: Ext:		Secondary Contact's Email:
Industry Sector:		Company Established (Year) :

Internship/Position Information	
<i>Please complete for each potential internship position</i>	
Job title/Position:	Job Type:
Job Duties:  <i>Attach job description if available.</i>	
Days and Hours Required:	

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**Note: Interns are available Mon-Thur for 6-8 hours per day. Interns are required to attend Supplemental Skills Training on Fridays from 9am – 3pm.**

Is this position permanent or temporary?

Is it possible for an intern to be hired on a full-time basis if performance is satisfactory? Y\_\_\_\_/N\_\_\_\_

Job Location #1 (Provide Full Address):

Job Location #2 (Provide Full Address):

*If more than two locations please list them at the end of this form in the note section.*

# of Internship Positions Available (per position):

<b>Dress Code:</b>	Business ____	Business Casual ____	Casual ____	Uniform ____	None ____
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**Required Skills and Education**

**Note: Program is designed for youth between the ages of 18 and 24**

Non High School Grad ____	High School Diploma/ Equivalency ____	BA/BS Degree ____	PhD ____	Typing Speed ____ (wpm)
GED ____	AA Degree ____	Master's Degree ____	MD ____	10 Key ____ (spm)

Special Certificates/Training:

Specific Skills Required:

Minimum Experience Required:

English Proficiency \_\_\_\_ Speak Fluently \_\_\_\_ Understand Directions \_\_\_\_ Read \_\_\_\_ Write \_\_\_\_

Proficiency in other Language: \_\_\_\_\_ Speak Fluently \_\_\_\_ Understand Directions \_\_\_\_ Read \_\_\_\_ Write \_\_\_\_

Software Knowledge: Word Processing \_\_\_\_ Spreadsheets \_\_\_\_ Database \_\_\_\_ Dedicated Data Entry \_\_\_\_

Other:

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<b>Application Process</b>
Describe any additional requirements for an applicant to be eligible to work at your site:
Resume Required?: Y____/N____

<b>Business Culture &amp; Environment</b>					
Office Setting _____	Outdoor _____	Restaurant _____	Warehouse _____	Video Production/Media _____	Need to lift _____ pounds
Customer Facing Y____/N____			Vehicle Required (beyond travel to and from work?)		
Training available on essential skills? Y____/N____					
Does the company cover any costs associated with this required training? Y____/N____ N/A__					
Operating Machinery or Equipment? Any specialty clothing required?					
What is important, if anything, for us to know about your company, customers, and employees?					

<b>Fair Chance Act Considerations</b>
<b><i>CORE is designed to help highly motivated youth with prior justice-involvement to obtain work experience that will enable them to pursue a career. In keeping with the Fair Chance Act, no youth will be categorically excluded from consideration by virtue of their prior justice-involvement. Applicants will be screened by Los Angeles County to ensure there is no nexus between an individual's prior justice involvement and the required job responsibilities.</i></b>
Do you conduct criminal background checks on all employees? Y____/N____
Do you conduct criminal background checks on volunteers? Y____/N____
Do you drug-test potential employees? Y____/N____
Will you require interns to be drug-tested? Y____/N____

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Is there any criminal offense that would preclude someone from working in this position? Y\_\_\_\_/N\_\_\_\_

If so, please specify:

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Notes: