



## Transformational Employment Internship Program

### Employer Application

Date Application Submitted: \_\_\_\_\_

### Employer Contact Info

Employment Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Site Supervisor

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\*\*Will anyone else (besides Site Supervisor) be primarily communicating with Fahe during the program term? If yes, please list name & contact info:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Goal of Internship Program

*What is this organization's overall goal? Why is this organization interested in implementing a Transformational Employment model?*

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Position Details:

*Details for recruiting:*

Internship Position Industry

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Education Focus/Department(s) that would be best fit for this position:

\_\_\_\_\_

Qualifications requested:

\_\_\_\_\_

\_\_\_\_\_

Requirements:

\_\_\_\_\_

\_\_\_\_\_

*\*Internship objectives and details below should include specific activities anticipated and should be achievable during the 6 month internship period.*

**Objective 1:**

*First objective, described in a few sentences.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective 1 Activities:

- Activity 1 Objective 1

\_\_\_\_\_



- Activity 2 for Objective 1
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## Objective 2:

Second objective, described in a few sentences.

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Objective 2 Activities:

- Activity 1 Objective 2
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- Activity 2 for Objective 2
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## By submitting a completed application, the employer is committing to the following actions:

1. Providing a meaningful transformational employment opportunity
2. Allowing sufficient training time for both the employee and their supervisor
3. Creating a flexible work schedule to support recovery efforts
4. Submitting at least two employee evaluation forms to Fahe during the six month program
5. Submitting reimbursement requests no less than monthly to Fahe with supporting documentation
6. Participating in periodic conference calls regarding success of the program

## Application Submission

- Please send completed applications to the Fahe Transformational Employment Internship Project Manager, Jessie Hunt at [jhunt@fahe.org](mailto:jhunt@fahe.org).
- Applications will be evaluated and selected based on what is determined to be the best fit for the Fahe Transformational Employment Internship Program.
- For questions or additional info, contact Jessie Hunt at 859-756-6258 or [jhunt@fahe.org](mailto:jhunt@fahe.org).

*Fahe is an Equal Opportunity Employer. Fahe seeks applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission to eliminate persistent poverty in Appalachia through Leadership, Education, Housing, Advocacy and Communication.*