



DUE MARCH 1, 2022

# INTERNSHIP APPLICATION

### DUE DATE

March 1, 2022 (Decisions will be made by late April. We will notify you either way)

### JOB SUMMARY

Work with the PFEW Staff in preparing for and running the 5 PFEW sessions. Assist in assembling student folios, inventory control, data entry, assisting volunteers and setting up for daily activities. During PFEW, the workday is from 6:45 a.m. – 11:00 p.m. of which you will be assigned a designated shift during our workday.

### REQUIREMENTS

- PFEW graduate
- Ability to handle multiple tasks
- Lift 20-50lbs
- Work well with others and in a team setting
- Able to work entire length of program

### COMPENSATION

- Hourly Rate
- Guaranteed 40 hours per week, with a chance for overtime
- Room and board are provided

### ACCOMODATIONS

- Live in air-conditioned apartments (separate from student dorms) on the Lycoming and Penn College campuses

### DURING THE WEEK

- Be at PFEW June 28<sup>th</sup> thru August 6<sup>th</sup> (Break - July 16-21)
- Help set up for each event, speaker, and activity
- Maintain staff rooms
- Be ready to work when asked
- Be on time, be responsible and be respectful

### POSITION TITLE

Program Intern for PFEW

### JOB LOCATION

Lycoming College / Pennsylvania College of Technology  
Williamsport, Pennsylvania

### TIME FRAME

June 28, 2022 – August 6, 2022 (Break - July 16-21)

### REPORTS TO

PFEW Senior Staff

### POSITIONS AVAILABLE

7 (returning interns receive first shot at all positions)

**You will need to collect and submit 3 letters of recommendation (i.e. PFEW CA, teacher, counselor, employer, etc.) along with this application. Mail or Email all items together to:**

**Ms. Amber Goss  
Schools Manager  
PFEW  
3076 West 12<sup>th</sup> Street  
Erie, PA 16505  
amber@pfew.org**

# STUDENT INFORMATION

Please complete the following in order to be considered for an internship at Pennsylvania Free Enterprise Week.

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_ Current Year in High School/College \_\_\_\_\_ High School/College Name \_\_\_\_\_

PFEW Week Attended \_\_\_\_\_ PFEW Campus Location \_\_\_\_\_ PFEW Company Advisor Name \_\_\_\_\_

# INTERNSHIP APPLICATION *continued*

Do you have a driver's license?

Yes  No

Would you be bringing a vehicle with you?

Yes  No  Unsure

Would you be willing to work overtime hours?

Yes  No

Were you referred by anyone?

Yes  No

If so, Who? \_\_\_\_\_

If under 18, do you presently have a workers permit?

Yes  No

Do you currently have a job?

Yes  No

If yes, Where? \_\_\_\_\_

**Please answer the following questions in 150 words or less. Attach additional paper if necessary.**

Describe your experience as a PFEW participant.

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Why do you want to be an intern for PFEW 2022?

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How will you be able to make PFEW 2022 a success?

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Describe your strengths and weaknesses.

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What are your plans for the future and some of your interests in life?

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