

# 2018 ONEIDA COUNTY COLLEGE STUDENT CORPS PRELIMINARY EMPLOYER REQUEST FORM

**EMPLOYER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

*(Once we receive this preliminary form, we will put your request on our active list for 2018. We will contact you as we receive applications that match your interests.)*

**YES!** We would like to sponsor a college student intern in the summer of 2018. We are willing to hire \_\_\_\_\_ interns and fund:

\_\_\_\_\_ Half of the cost per intern

\_\_\_\_\_ The entire cost per intern.

We are looking for interns in the following areas:

\_\_\_\_\_  
\_\_\_\_\_

Job title: \_\_\_\_\_ Vehicle required? Y / N

Works days & hours: \_\_\_\_\_

Work site location: \_\_\_\_\_

Immediate supervisor: (Name/Title/Phone) \_\_\_\_\_

Specific skills required? \_\_\_\_\_

Specific job duties: (attach more sheets if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please help us with the contract development process by listing the name, job title and email of the person at your organization who is authorized to sign contracts.*

\_\_\_\_\_  
\_\_\_\_\_

**Return to: Oneida County College Corps,  
209 Elizabeth St., Utica, NY 13501. Fax: (315) 798-5909  
Program Coordinator: Genaro Scampone, (315) 798-5586, gscampone@ocgov.net**