

INTERN / EXTERN APPLICATION AND AGREEMENT
Hernando County School Board
Hernando County, Florida

This section is to be completed by the requesting institution:

Name of Institution: _____

Name of student requesting to complete an internship: _____

Degree: _____ Major/Program: _____

Term: _____ Dates of Internship: _____

Terms and conditions required by the Institution:

- (add here those terms to which the District has agreed)

Terms and conditions required by the Hernando County School Board:

- All intern activities under this agreement shall be supervised by the on-site supervisor and said intern shall follow the directives of the supervisor at all times.
- The intern shall keep all student records confidential as provided for in section 1022.22, Florida Statutes. The intern shall not keep any student records and upon completion of the internship must return any records that have come into his/her possession to the on-site supervisor.
- This internship can be terminated by either party at any time with or without cause.
- The intern agrees and acknowledges that his or her service under this agreement shall be without compensation and the intern has no reasonable expectation of employment upon completion of the internship program.
- The intern agrees to be fingerprinted at his/her cost and subject to a Level 2 screening as required by sections 1012.32 and 1012.465, Florida Statutes (unless he/she is already an employee of the District and has previously met this requirement for employment purposes).

The terms and conditions listed by the Institution will be reviewed by the Hernando County School District. If all terms and conditions can be accepted and agreed to, the Intern will be placed. If the terms and conditions noted above are not acceptable to the Hernando County School District, the Intern's application will be rejected unless the Institution and the District reach an agreement as to other terms and conditions.

By signing below, the Institution and Intern understand that this application/agreement does not constitute commitment of placement of the Intern until it has been reviewed and signed by all required parties of the Hernando County School Board. Further, the Institution and Intern accepts and will adhere to all terms and conditions set forth by the School Board.

Signature of Institution Representative: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Signature of Intern Requesting Placement: _____ Date: _____

Printed Name: _____

Phone: _____ Fax: _____ Email: _____

Intern application is accepted and intern qualifies for placement: Yes No

Signature of District Official: _____ Date: _____

Signature of Principal or Director at Location Intern is Assigned: _____

Printed Name: _____ Phone: _____ Date: _____

Signature of Supervising Personnel: _____ Date: _____

Printed Name: _____ Phone: _____