



INSTRUCTIONS

No Intern should start without clearance.

The information contained in this form shall be used in connection with all intern activities for the Los Angeles Community College District.

Intern: Complete Section 1 and forward the form to the intern service area supervising administrator. Forward your Live Scan Form and Report of Convictions form to the Campus Personnel Office.

Supervising Administrator: Complete Administrative Use Only Section, sign, and date this form and forward to the Campus Personnel Office.

Campus Personnel Office: Forward this form to the ESC Human Resources Office and forward the Live Scan Form and the Report of Convictions Form to the Office of Employer Employee Relations for review.

No intern shall commence activity prior to getting full clearance by Human Resources.

SECTION 1. INTERN INFORMATION

NAME _____ DATE OF BIRTH _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE _____ ALTERNATE TELEPHONE _____

EMERGENCY CONTACT _____ ADDRESS _____ PHONE NO. _____

INTERN SIGNATURE _____ DATE _____

FOR ADMINISTRATIVE USE ONLY

INTERN ACTIVITY DESCRIPTION (TO BE COMPLETED BY SUPERVISING ADMINISTRATOR)

DEPARTMENT _____ LOCATION _____

CONTACT PERSON/IMMEDIATE SUPERVISOR _____ CONTACT PHONE _____

DESCRIPTION OF INTERN ACTIVITIES (PLEASE ELABORATE): _____

DATES NEEDED: FROM _____ TO _____

I HAVE REVIEWED THE DESCRIPTION OF DUTIES AND CONFIRM THAT THE AFOREMENTIONED INTERN WILL NOT BE PARTICIPATING IN THE DUTIES OF ANY BARGAINING UNIT EMPLOYEES.

VICE PRESIDENT OR DESIGNEE PRINTED NAME _____ DATE _____

VICE PRESIDENT OR DESIGNEE SIGNATURE _____

HEAD OF HUMAN RESOURCES USE ONLY

Clear:	Do not clear:	Approved by/Date:
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