



Internship Program Job Description Application

Experience Works! PLUS (EWP) is an internship program which provides wages and professional development opportunities to local young adults. Enrolled applicants are expected to complete all program components in full.

Before completing the application, review the EWP handbook for all eligibility, program guidelines, and responsibilities. Handbook can be found on the [EWP webpage](#).



145 Pavilion Lane
Youngwood, PA 15697
724-722-2145

Experience Works! PLUS Internship Job Description

Application can be digitally completed through [Adobe Acrobat Reader](#), Microsoft Edge, or handwritten.
Please submit completed applications to: EWP@westfaywib.org

Company Name	
Address	
City, State, Zip	
Number of Employees	
Web Address	
Contact Person Name	
Contact Person Title	
Contact Person E-mail	
County (Westmoreland, Fayette, or regionally close)	
Have you hosted an intern through the program before?	☐ Yes ☐ No

Internship Information	
Internship Job Title:	
Expected start date of intern (no internships may start before all application processes are completed):	
Desired Semester(s) to Offer Internship Position?	☐ Spring ☐ Summer ☐ Fall
If a suitable fit is not found for this internship position by the end of the desired semester, EWP staff should: ☐ Pull application from program ☐ Continue to share position w/ applicants ☐ N/A, candidate already found	
Describe the intern's major responsibilities or tasks:	
Describe the critical skills and aptitudes required to perform these tasks:	
Describe the intern's schedule (must meet the 20 – 40 hours per week requirement):	

Who will supervise and mentor the intern?	
Name	
Title	
Email	
Phone Number	
If applicable, is anyone at the worksite related to the potential intern? ☐ Yes ☐ No ☐ N/A	
If yes, please explain:	

Employer Contributions										
Sustaining the Experience Works! PLUS program requires a shared commitment from the organizations that benefit from developing local talent. To help ensure the program remains a strong and sustainable workforce pipeline for our region, participating employers are asked to contribute toward the cost of the internship experience. Employer contributions help support program coordination, student preparation, and the resources needed to connect young adults with meaningful, high-quality work experiences. This shared investment strengthens the program and demonstrates the region's collective commitment to developing the next generation of our workforce.										
Program Fee (REQUIRED)										
All worksite applicants are required to submit a \$1,000 program fee upon being matched with an intern and enrolled in the Experience Works! PLUS program. By signing below, I acknowledge that my organization must submit full payment to the Westmoreland-Fayette Workforce Investment Board as a part of the program requirements Worksite Representative Signature: _____ Date: _____										
Additional Intern Opportunities										
In addition to hosting students, worksites may offer additional opportunities to promote growth and development. Please check all your organization plans to offer through this internship.										
<table border="1"> <tr> <td></td> <td>The internship opportunity will provide the intern with industry recognized credentials/training.</td> </tr> <tr> <td></td> <td>We plan to let the intern continue working and be paid with our funds past the conclusion of their internship if we are pleased with their performance.</td> </tr> <tr> <td></td> <td>We have other paid interns currently working that are not involved in the Experience Works! PLUS program.</td> </tr> <tr> <td></td> <td>We are able to pay the interns overtime hours (+40 hrs./week) if they wish to do so/if requested.</td> </tr> <tr> <td></td> <td>We would be willing to raise our intern's hourly rate using our own funds.</td> </tr> </table>		The internship opportunity will provide the intern with industry recognized credentials/training.		We plan to let the intern continue working and be paid with our funds past the conclusion of their internship if we are pleased with their performance.		We have other paid interns currently working that are not involved in the Experience Works! PLUS program.		We are able to pay the interns overtime hours (+40 hrs./week) if they wish to do so/if requested.		We would be willing to raise our intern's hourly rate using our own funds.
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The Westmoreland-Fayette Workforce Investment Board (WFWIB) has the right to determine if this internship opportunity will be approved under the parameters of the Experience Works! PLUS Internship Program.

☐ **For worksites still seeking an intern:** By selecting this box, I consent to the WFWIB promoting this internship job description through their website and sharing by email to interns still seeking an internship who hold relevant career interest to this opportunity.

☐ By selecting this box, I acknowledge that I have reviewed the handbook which contains rules and regulations. I understand that it is my responsibility to comply with these guidelines, and I agree to abide by them during my participation within the program.



Funding provided by the Westmoreland-Fayette Workforce Investment Board.