



JSDC Workforce Pathways Program Application 2027

Applications are accepted year-round. Submit your application before the intern's first day of work.

Submit application to Info@growingjamestown.com / jamie@growingjamestown.com

STUDENT INFORMATION

Student Name: _____
Student Email: _____
University/College Name: _____
Major Field of Study: _____
Student's Semester/Year: _____

Full-time Student: ☐ Yes ☐ No

INTERNSHIP INFORMATION

Internship Position Title: _____
Work Site Name/Address: _____
Supervisor Name: _____
Supervisor Position Title: _____
Supervisor Email: _____
Internship Hours/Schedule: _____
Expected Attire: _____

How did you find the intern?
(Did you post the position, match with a school, or other?)

If the intern meets qualifications and there is mutual interest, could this internship lead to a full-time position at your organization? If yes, please describe the potential role and how it relates to the internship experience. *(This information is collected for program planning and does not affect application eligibility or approval.)*

How does this internship position support your organization's long-term workforce or talent development goals?

What skills or competencies will this intern develop that are important to your industry or our community's workforce needs?

What opportunities will the intern have to engage with your team, mentors, or local professionals during their placement?

What steps do you take to help interns learn your workplace policies, expectations, and culture while providing a supportive work environment?

Provide examples of specific projects, assignments, or initiatives the intern will work on that go beyond routine clerical tasks.

Does your organization currently partner with local schools, colleges, or workforce programs to recruit or train interns or employees?

☐ Yes ☐ No If yes, please describe:

Have you discussed workplace policies? ☐ Yes ☐ No

JOB DESCRIPTION

LEARNING AND WORK GOALS

(What can the intern expect to learn from this experience, and how does the position align with their major/program?)

INTERNSHIP DETAILS

The Workforce Pathways Program may reimburse up to 50% of eligible payroll costs, with a maximum of \$3,500 per approved internship. Reimbursement is subject to application approval and available funding.

Hourly Wage: _____

Estimate Internship Hours per Week: _____

Total Anticipated Payroll Cost: _____

Estimate Workforce Pathways Reimbursement Requested: _____

Anticipated Start Date: _____

Anticipated End Date: _____

SIGNATURES

Student Name: _____

Internship Supervisor Name: _____

Student Signature: _____

Date: _____

Internship Supervisor Signature: _____

Date: _____

Academic Advisor Name: _____

Academic Advisor Signature: _____

Date: _____