

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

(805) 474-3000 ext. 1194 • www.luciamarschools.org

VOLUNTARY COLLEGE/UNIVERSITY INTERNSHIP PLACEMENTS

Must Be Completed Annually

Student/Intern Name: _____ Birth Date: _____

Residence Address: _____

Mailing Address (if different): _____

Phone Number: _____ Email Address: _____

In case of emergency, please contact: _____
Name and Phone Number

Requested Internship Site(s): _____ Today's Date: _____

Type of Internship Program: _____

Program Requirements: _____

Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state or place? _____ YES _____ NO

If yes, give details and the section code of the offense: _____

All internship placements must obtain clearance through Human Resources prior to beginning any type of internship. The following information must be attached with the internship request form to be considered complete:

1. Copy of TB test
2. Copy of course syllabus or letter from advisor outlining the details of the internship

For internship placements that require 40 or more hours: The student/intern must be fingerprinted at Human Resources. Please contact Human Resources or review the current fee schedule online at www.luciamarschools.org. District computer logins are only issued at the request of the mentor if the placement will be 3 (three) months or longer, and require the student/intern to complete an Acceptable Use Policy.

For internship placements that are less than 40 hours: The student/intern fingerprinting requirements can be waived by Human Resources for as long as the student and district mentor agree that the student/intern will be under his/her supervision, and not be left alone with any students. District computer logins are not issued to internships less than 40 hours.

Human Resources Use Only:

Fingerprint Clearance Required: _____ YES _____ NO If yes, date completed: _____

TB Test Expiration Date: _____ Approved: _____