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Fort Myers, FL 33902
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Student Internship Volunteer Application

Last Name _____ First Name _____ M.I. _____ Date _____

Preferred Name on ID Badge _____

Address _____ City _____

State _____ Zip _____

Phone Number: Day (____) _____ Cell (____) _____

Email _____ Date of Birth _____

Education/Major/ School _____

Special Skills: Foreign / Sign Language _____

Emergency Contact: Name _____

Telephone _____

Relationship _____

Internship Coordinator: Name _____ Telephone _____ College _____

Other Volunteer Service/Internship Experience _____

CONFIDENTIALITY AGREEMENT

During the course of performing duties as a Student Intern, EFWE may communicate information to the Intern or the Intern may have access to EFWE information. The Intern shall treat all such information as confidential, whether or not it is identified as confidential and shall not disclose to any third party or use, for purposes not agreed upon by EFWE. In addition, the student shall hold all privileged information concerning the operation of EFWE and/or its associates in strict confidence.

Signature of Volunteer _____ Date _____

FOR OFFICE USE ONLY

Start Date _____ Assignment _____ Orientation _____

Guided Tour _____ Supervisor _____

STUDENT INTERNSHIP CONTRACT

Edison & Ford Winter Estates requires that every intern participating in the Edison & Ford Winter Estates (EFWE) Internship Program to agree to the following statements

1. Prior to starting internship program provide a written objective as to why you want to complete your internship at the EFWE.
2. I will be dependable and come at my scheduled work time as agreed upon with my Supervisor. If I am late or unable to come in at the scheduled time due to an emergency, I will contact my Supervisor immediately. I agree to sign-in upon arrival, sign-out upon leaving and fill out a Daily Log of Work Completed before leaving each day.
3. I understand that my work at EFWE is unpaid and I will receive credit hours towards internship work experience through my school.
4. I will read/complete this form and the Student Intern Volunteer Application. I will also read the EFWE Student Intern Volunteer Handbook and attend an Orientation and Guided Tour as part of my required training.
5. I will obey Estates Policies and Procedures as set forth in the EFWE Student Intern Volunteer Handbook and in this contract. I understand that if I violate EFWE policies I may receive a verbal warning from my supervisor and/or my supervisor may contact my school's Internship Coordinator if necessary. In addition, I may be subject to further disciplinary action in accordance with the Internship Department procedures in my college.
6. I will obey the following dress code to maintain a professional appearance while working at EFWE: ANYONE DRESSED INAPPROPRIATELY MAY NOT BE ALLOWED TO PARTICIPATE IN DAILY INTERNSHIP ACTIVITIES UNTIL ATTIRE IS DEEMED APPROPRIATE BY THEIR SUPERVISOR.

- Appropriate good taste and good grooming.
- EFWE believes personal neatness and appropriate attire provide an atmosphere of confidence and professionalism.
- Clothing shall be clean, pressed and in good condition (free of tears, stains, etc.).
- Apparel shall be adequate in both length and coverage to be considered appropriate. TANK TOPS, MIDRIFFS, LOW CUT TOPS, HALTERS or MUSCLE SHIRTS are considered inappropriate.
- Denim/blue jeans are not permitted.
- Body piercings other than earrings must be removed while working.
- Body tattoos should be covered.
- Clothing with slogans or advertising that is controversial or obscene are prohibited.
- Apparel that promotes the use of alcohol, drugs, tobacco or any other illegal activity is prohibited.

I certify that I have read and agree to comply by the rules set forth by EFWE and am committed to completing each of the tasks in the job description by the completion of my 500 hours.

Signature of Intern _____ Date _____