



PAID SUMMER COURT LAW CLERK APPLICATION

Department _____ Date: _____

Hiring Manager _____

Candidate Name: _____

University: _____

Field of Study: _____

GPA: _____ (Please attach supporting documents)

Expected Work Hours: _____

Expected Duration of Internship: _____

Hours Restriction: 40 Hours per week – Non-Benefit Eligible

Preferred Start Date: _____

Reason for Intern Request:

(Job descriptions must be attached for all intern requests.)

Hiring Manager Approval _____ Date _____

Department Head Approval _____ Date _____

HR Approval _____ Date _____

Please return to Human Resources once completed



Approval to Job Offer
This section to be completed by HR only

Name of Candidate _____

Proposed Wage _____ **Proposed Start Date** _____

Approved _____
HR Director **Date**