



Governor's Hispanic Fellows Program
June 06, 2022 – July 29, 2022

2022 Partnership Agreement

Department/Agency/Corporate Name:

Address:

City:

State:

Zip Code:

Web Address:

Telephone Number:

Intern Selection Process:

All intern applicants are screened carefully to assure a maximum quality match between employer and intern. Selected interns are required to speak with their employers prior to the start of the program, either virtual, in person or phone call.

Please submit the completed Partnership agreement along with the job description. If you require any additional information regarding the intern such as background check, please indicate that in the job description.

Intern Job Description:

Please make sure the job description provided is reflective of responsibilities expected of future leaders in the corporate, non-profit, and government fields and not solely of a clerical nature.

The internship must provide professional experience, which will result in the intern utilizing the skills sets learned in this placement to obtain professional employment. Indicate relevant education, such as specific major and experience needed for the internship.



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Please select agency type:

- Corporate Government Non-Profit

Please select one:

- We will financially sponsor **and** host an intern at our agency
- Full stipend Partial stipend \$ _____
- We will **only** financially sponsor an intern
- Full stipend Partial stipend \$ _____
- We will **only** host an intern – CHPRD will financially sponsor

*If you are sponsoring an intern for \$3,000.00, please indicate the name of the contact person and phone number for payment processing.

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Please make check payable and/or send the completed application to:

Center for Hispanic Policy, Research and Development and submit to 33 West State Street, Post Office Box 456, Trenton, New Jersey 08625 **OR** via email: reinaldo.santiago@sos.nj.gov



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Job Description

Department/Agency/Corporate Name:

Job Location/Address:

City:

State:

Zip Code:

Supervisor assigned to intern and title:

Work Telephone with extension:

E-mail Address:



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**The job description should include the following:
(Please use separate sheet, if needed)**

- Expected intern(s) work no more than 21 hours (schedule) throughout the eight weeks:
(due to the global pandemic, hours may vary depending on site)
- Major preferred; specific skill or other related information
- If there is any additional information you require, such as but not limited to background checks, by your site. Please make sure to indicate that in your job description.
- In this section please indicate if the internship will be done in person, hybrid or remotely. If not, is the interns required to have their own transportation? If yes, please indicate if there is public transportation available.