

Dates: Received _____ Application Complete _____ Council Approved _____ Payment _____

Kimball Internship Program Application

City of Kimball, Nebraska

The City of Kimball has identified a workforce training need in the community. In a 2013 Study by the U.S. Census Workforce Employment Data, they identified that there were 852 total persons employed in Kimball. Of those 852, 544 commute to Kimball for employment. The City of Kimball Economic Development Office would like to connect high school and college students with local employers, providing a unique opportunity. This would be an excellent opportunity for students in their senior year of high school who do not want to attend college so that they can learn a trade or skill and stay employed in Kimball. It also would allow us to attract College Students who may want to move back to Kimball. Interns will gain valuable business experience that will help them in future careers, while successful internships help businesses develop tomorrow's leaders. Internships create lasting connections between students and their communities. According to the National Association of Colleges and Employers, more than 50% of interns become full-time employees at their place of internship. Students interested in an internship or local businesses needing an intern, please contact the City of Kimball Office at 308.235.3639.

The City of Kimball will pay 50% of a minimum wage (\$9.00) internship for 240 hours. Once 240 hours are complete and appropriate paperwork is turned in, employer will receive a check from the City of Kimball for 50% of the wages for those 240 hours. If Intern is hired as a full-time employee after internship is complete and employee is still employed one year after hire date, the City will grant employer an additional \$1000.

The Internship Program Application must be approved before intern can start. Only one grant per business per year and it will only be paid out AFTER the internship is complete.

Please ensure that all requested items have been included in your submission. It is important to provide the necessary documentation to avoid delays in the processing of your application.

- Tax ID
- Documentation that Intern has been paid at least minimum wage for a total of 240 hours

1. Business Information

Business Name(s):	
Mailing Address:	
Business Phone:	Fax:
Email:	Tax ID:

2. Employment

An internship position, for the purpose of this application, is a position which required a student enrolled in high school or college and have paid at least minimum wage for a total of 240 hours.
A. Number of current employees: a. Full-Time _____ b. Part-Time _____ c. Company Wide _____
B. Highest number of intern positions held at any one time during the full year prior to the date of application: _____

3. Short narrative or link to company background (Website)

4. Internship Description

Job Title:
Location of Internship:
Occupation:
Projected average number of hours worked per week:
Starting wage per hour:
Internship Duration:
Approximate Start Date:
Job Description:

I certify that all information is accurate and correct and that I will follow guidelines of the program.

Signature: _____ Date: _____

Application Completed by:

Name: _____

Phone: _____

Email Address: _____