



BUSINESS INTERNSHIP/WORK STUDY APPLICATION:

Businesses within the following Kansas counties are eligible to apply: Barton, Cheyenne, Cloud, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Ottawa, Phillips, Rawlins, Republic, Rooks, Rush, Russell, Saline, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.

Business Information:

Business Name: _____

Business EIN: _____

(Please provide a current W-9.)

Primary Contact: _____

Name

Title

Address: _____

Mailing Address

City

ST

Zip

County

E-mail: _____

Phone: _____ (Office) _____ (Cell)

Business Classification: _____ FOR PROFIT _____ NON-PROFIT

Business Size (see description below): _____ SMALL _____ LARGE

"Large Businesses" may include, but not be limited to, manufacturing; communication, electric, and agriculture cooperatives; government entities; branch-based financial institutions; hospitals; and schools. "Small Businesses" are all others.

Please check the program(s) to which you are applying:

_____ **Nex-Generation Student Internship Program (Summer)**

Business participates by hiring college or high school students (age 16+) for paid summer internships. Interns are fully engaged in hands-on projects in a professional work environment, allowing them to exercise skill development. Nex-Gen assists in the application process and provides curriculum and guidance. Business interviews, selects, and hires its interns, and must follow legal hiring practices, including, but not limited to, adhering to state and federal employment laws and providing a safe and harassment-free work environment. Interns are employed by Business at a required base wage of \$12/hour; however, Business may elect to pay a higher wage, depending upon interns' skills and credentials, or project requirements. Business is responsible for payroll and payroll tax liabilities. Nex-Gen offers a limited number of grants to help offset Business costs: 1) Small Businesses may expect grants of up to \$2,720, and 2) Large Businesses may expect grants of up to \$1,720. Additional funding for higher-paid positions may be available.



_____ **Nex-Generation Work Study/Apprenticeship Program (School Semester)**

For Work Study, Business hosts a high school senior or college student (age 16+) for a few hours daily/weekly during the school year. The student is expected to be fully engaged in both hands-on projects and job shadowing experiences. Student must complete a Work Study Application and seek approval from his or her principal or counselor. Nex-Gen assists in the application process, coordinates with the high school, and provides Business with curriculum and guidance. This is typically a non-pay situation for the student (unless Business elects to hire the student). Upon successful completion of the semester, the Work Study student is eligible for a \$500 Nex-Gen Work Study Scholarship paid directly to him or her. The number of positions is determined annually, based on availability of funds.

Please provide a brief, position description:

Please write a brief description explaining what you would have your intern or work study student do at your business. We will use this description when advertising the position.

Please provide the number of interns you wish to host and your need for funding:

Internships (Summer)

_____ Number of Summer Internship Positions
_____ Will Self-Fund _____ Will Need Funding

Work Study (Semester)

_____ Number of Work Study Positions
Work study is scholarship only (\$500/semester).

SIGNED ACKNOWLEDGEMENT: By signing below, Business agrees to follow the curriculum and requirements of the Nex-Generation Student Internship and Work Study programs, including, but not limited to, following state and federal employment laws and practices; providing a safe and harassment-free work environment; participating in Nex-Gen summer internship events, including business and intern orientations, leadership workshops, graduation presentation days; completing intern evaluations and other documentation; as outlined in the internship or work study program overviews.

Authorized Business Signature

Date of Application

Please return completed form electronically to

Nex-Generation Round Up for Youth, Inc.
Chantelle Lawson, Internship Coordinator
clawson@nex-generation.org
Phone: 785-627-6358 (cell)

*PO Box 97 • 235 S. Chapman • Lenora, KS 67645 • 877.567.7872
youth@nex-generation.org • www.nex-generation.org
• Career Development • Entrepreneurship • Internship*



Direct Deposit Authorization Form:

Grant funding for the Internship Program is deposited directly into your business account.

Please fill out the form below to receive funding.

I hereby authorize Nex-Generation Round Up for Youth, hereinafter called COMPANY, to initiate credit entries to my (our) account indicated below and the financial institution named below, hereinafter called BANK. This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

Please type your responses below:

Business Name: _____

Contact Name: _____

Email Address: _____

(Email address will be used to notify you when payment has been made.)

Name of Bank: _____

Address of Bank: _____

Routing Number: _____

Account Number: _____

Important: Type of Account – Checking: ____ or Savings: ____

Authorized Business Signature

Date of Submission

Please return completed form electronically to:

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Chantelle Lawson, Internship Coordinator
clawson@nex-generation.org
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Program funding is made possible by the generous donations of the Dane G. Hansen Foundation, Nex-Generation Business Partners, Nex-Tech Round-up Program participants, and other contributors. Our mission is to educate Northwest and North Central Kansas students about local career opportunities by providing and supporting programs in career development, entrepreneurship, and internship. Through these efforts, we hope to foster a positive sense of community and encourage youth to remain or return home to prosper. Thank you for your interest in our programs!

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If you're applying for the Internship Program, please attach your completed business W-9 with this application.

