



Please complete and return to:

WhiteHat Computer Solutions
Attn: HR Department
18 Sunbury Street
Minersville, PA 17954
570.544.1770
info@whitehatcomputers.com

EXTERNSHIP APPLICATION

Extern Information

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Extern Field (Select One)

Hardware/Repair

Networking

Programming

Web Design

Sales

Marketing

Start Date: _____

End Date: _____

***Hours per Week:** _____

*Externs are expected to work on a schedule. This schedule is determined before you are accepted.

Externship Description and Information

Job Description:

What do you want to get out of your externship?

What are your externship objectives?

What skills do you want to acquire during your externship:

Terms and Agreement

- 1) Externships are not a paid position; however, WhiteHat Computer Solutions may elect to award the participant for work done in the form of gifts of either monetary value or tools needed for the trade.
- 2) At the end of the externship, WhiteHat Computer Solutions reserves the right to offer or withhold a position with the company. Externships are designed to teach new people to the field and prepare them for a better future as an addition to their formal schooling.
- 3) You agree to be on time and follow the schedule set forth at acceptance into the externships program. WhiteHat Computer Solutions reserves the right to terminate and externships if the extern refuses to cooperate with the agreed schedule.
- 4) WhiteHat Computer Solutions reserves the right to terminate an externship at any time and without reason. If the reason for termination is due to violation of company policy or local, state and/or federal law; the correct actions will be taken.
- 5) You agree to adhere to company policy, procedure, and dress code. Failing to do so is grounds for termination of your externship.
- 6) The extern is responsible for their actions. If their actions directly cause damage to product, property, or any other object; the apprentice is responsible for cost or repair or replacement.
- 7) It is understood by both the supervisor and the extern that externships are designed to be both learning and a working experience. The extern has the right to expect the supervisor to provide guidance, feedback, direction and supervision to ensure successful outcomes are achieved. The supervisor has the right to expect the extern will be reliable, responsible, dedicated and to do the very best job the apprentice can do in order to accomplish the goals, duties and responsibilities outlined in this agreement and application.

By signing below you agree to the above Terms and Agreement and validate that the information found in the application section are correct and accurate to the best of your knowledge.

Extern Name: _____

Extern Signature: _____

Date: _____

Approval Worksheet

Passed Written Test: Yes No

Passed Hands-on Test: Yes No

Approved Not Approved

Reason for non-approval:

Authorized Signature: _____

Authorized Name (print): _____

Title of Authorized Person: _____

Date Authorized: _____