

## Administrative Internship Application

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To be considered eligible for an unpaid administrative internship, complete this form and schedule an intake interview with a Human Resource Services administrator.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Email: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Current School / Department: \_\_\_\_\_ Current Supervisor: \_\_\_\_\_  
Current Grade and Subject Taught, if applicable: \_\_\_\_\_  
License Information: \_\_\_\_\_ CACTUS ID #: \_\_\_\_\_  
Expected administrative endorsement completion date: \_\_\_\_\_

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**Salt Lake City School District requires all interns to have completed a Utah State Office of Education background check including fingerprinting in order to participate in an internship in any SLCSD school.**

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Recommending Institution: \_\_\_\_\_

Institution Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor Email: \_\_\_\_\_

I certify that the applicant has completed all preparatory coursework for administrative internship placement.

Signature of Intern Advisor \_\_\_\_\_ Date: \_\_\_\_\_

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### INTERNSHIP LOCATION(S)

The supervising administrator:

*must be willing to accept the additional responsibility of mentoring an intern;  
may not supervise more than two administrative interns at any one time, and;  
must have a minimum of three years administrative experience.*

### Elementary School

Requested Location:

Begin Date:

End Date:

Hours Required:

Supervising Administrator's Signature:

Date:

### Middle School

Requested Location:

Begin Date:

End Date:

Hours Required:

Supervising Administrator's Signature:

Date:

### High School

Requested Location:

Begin Date:

End Date:

Hours Required:

Supervising Administrator's Signature:

Date:

### INTERNSHIP SCHEDULE

*SLCSD employees must complete internship hours during non-contract time and/or outside regular school assignments. All administrative internship hours must be pre-approved by a Human Resource Services administrator.*

Please provide or attach a description of how you plan to complete your internship hours on non-contract times and/or outside of your regular school assignment.

By submitting this Administrative Internship Application, I certify that all the information I have provided is correct and complete to the best of my knowledge.

Applicant Signature:

Date:

Return completed request form to: Nathan Elkins, Human Resource Services, Director Certified – [nathan.elkins@slcschools.org](mailto:nathan.elkins@slcschools.org)

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No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.