



Summer Externship Application

Applicant Name	
Date of Application	
Address	
Phone #	
E-Mail	

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School Information

School Name	
School Address	
Field of Study	
Academic Advisor	
Phone #	
E-Mail	

Note - A current transcript from the school you are attending or a letter from your advisor (on school letter head) proving you are currently enrolled will be needed once an externship placement has been officially arranged.

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Externship Requirements

- Strong desire to be involved with people of differing abilities in a busy environment.
- Ability to take initiative.
- Undergraduate student actively pursuing a bachelor's degree (Sophomore or above).
- Complete the entire externship.
- Proof of Mantoux testing (PPD) – see TB Testing Information Overview.
- Undergo satisfactory background investigation and reference check.
- Attend a 2-week orientation once all required documentation and background checks are completed.

Will your schedule allow you to complete a full externship? Yes No

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References

Provide two (2) references not related to you – at least one reference should be a recent professor.

Reference 1	
Name	
E-Mail Address	
Phone #	
Years Known	
Reference 2	
Name	
E-Mail Address	
Phone #	
Years Known	

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Emergency Contact Information

Provide a list of contacts in the event of an emergency.

Contact 1	
Name	
Relationship	
Phone #	
Contact 2	
Name	
Relationship	
Phone #	
Contact 3	
Name	
Relationship	
Phone #	

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Applicant Statement

To the best of my knowledge, the information provided in this application is true, correct and complete. I authorize investigation of all statements contained in this application as may be necessary in arriving at a decision. The agency reserves the right to dismiss any applicant who has provided incorrect information.

Therefore, I understand that:

- Any false or misleading information given in my application or interview(s) may result in discharge/non-consideration. If accepted into a program, I agree to abide by the Upstate Caring Partners policies, rules and regulations.
- I understand I will be considered an employee of Upstate Caring Partners during this externship experience and will not receive any school credit. I have no guarantee of employment with Upstate Caring Partners upon completion of the externship.
- I understand acceptance of an offer of an externship opportunity does not create a contractual obligation upon the agency to continue this experience in the future.
- I agree that my experience is at-will, and can be terminated by the agency at any time.
- The reason for termination will be explained to me at termination.

Signature	
Date	

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Submit this form along with your transcript, references, and cover letter highlighting your reasons for pursuing an externship opportunity to Upstate.Careers@Upstatecp.org

General Information

- The hours of work will be determined based on agency placement.
- Casual attire is acceptable; however, a neat, professional appearance is expected. *No open toed shoes, high heels, dangling earrings, or expensive/irreplaceable jewelry.*
- Must provide own transportation.
- No housing is provided. Applicant is responsible for making their own housing accommodations.
- Nurses are available for first aid care.
- No other specific health service is available.
- Local hospital information is available upon request.
- Applicant is expected to call assigned supervisor prior to start time of the day for any missed day(s).
- A maximum of 2 days may be missed, dependent upon time assigned.
- Some agency locations close due to inclement weather. Supervisor will discuss how notifications are carried out and alternate assignments if applicable.
- There is no smoking or vaping allowed in any agency location.

Overview

- Prior to the start of any externship the extern is required to complete necessary paperwork, fingerprinting and background check.
- The extern will not be able to begin their externship/training until satisfactory background investigation and reference check has been completed.
- Provide a copy of current transcript, or letter from advisor (on school letterhead) to show proof of current enrollment.
- Externs will receive additional orientation at their assigned site in addition assigned through the agency's learning management system.
- Site supervisor will review specific procedures, fire drills, resources and required documentation.
- Extern and site supervisor will formally meet at the half way point and during the final week of the opportunity to discuss extern performance and any pertinent concerns.
- Informal meetings will take place on an as needed basis throughout the experience.
- Responsible to submit all required paperwork/forms to site supervisor at the beginning of the experience.
- Site supervisor is required to complete required paperwork/forms.
- Extern will be asked to complete an Evaluation upon completion of experience.

TB Testing Information

- If the extern has received a Tuberculosis shot within the last year, proof of the shot administration should be provided on the first day of meeting with the Talent Acquisition Development Specialist. It is required to have a current record on file. If not current, the extern will not be allowed at any agency locations that it is required.
- If you have tested positive in the past, please bring proof that you are able to work. This proof can be a doctor's statement, a negative chest x-ray report or a report from your County's Public Health Department. Note, the chest x-ray report will need to reflect the date the x-ray was done.

Contact Information

Upstate.Careers@Upstatecp.org

Disclaimer

Upstate Caring Partners, Inc.'s policy is to provide equal opportunity to all employees, externs, volunteers, externs and applicants for employment. No one shall be discriminated against because of race, religion, color, gender, age, marital status, national origin, sexual orientation, Vietnam Era Veteran status, creed, genetic information, if victim or perceived victim of domestic violence, disability, or any other legally protected class or status recognized by Federal, State, or local laws. For the safety of our externs, the people we support, and our staff, there may be positions with a minimum age requirement.