|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rev1 Ventures Internship Program: Contract Worksheet** | | | | | | | |
| Company Name: | Contact Person: | | | | Email Address: | | |
| **(Grantee Organization Name) Contract Data** | | | | | | | |
| Federal I.D.# | | Will intern be covered by Worker’s Compensation?  Yes  No | | | | | |
| Union  Non-Union  Apprentice Occupation  Non-Apprentice Occupation | | | | | | | |
| Who will sign contract? | | | | Signer’s Title | | | |
| Is the **intern’s** **work site** at an address that is different from your company’s address?  Yes  No If “Yes”, please complete the address information below. | | | | | | | |
| Street | | | City | | | State | Zip |

***Please upload this completed form to:***

[**https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4**](https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expected Work Schedule and Wage Information** | | | | |
| **Intern Name** | **Hourly Wage** | **Hours per week** | **Start Date**  (MM/DD/YY) | **Job Title** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Contract Guidelines** |
| 1. Employer must provide a daily time sheet to be used by intern to document hours worked. 2. **Employer must have each student intern complete the Student Profile Form at:** [**https://www.tfaforms.com/5029243**](https://www.tfaforms.com/5029243) **within 1 week of start date.** (A paper copy is available if needed.) 3. Once program enrollment has been approved (you will receive an email approval), a **Reimbursement Request Form** must be uploaded to the Box link at the top of this form either monthly or at the end of the internship for each intern. This form, along with timesheets and an official payroll summary verifying wages and hours worked for that period are required to reimburse employer. 4. Any questions can be directed to Savannah Snyder at [savannah@rev1ventures.com](mailto:savannah@rev1ventures.com). |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

***The Rev1 Ventures Internship Program is supported with funding from the State of Ohio, Ohio Department of Development and the Ohio Third Frontier Commission.***

**Instructions for Submitting Documentation**

**Upload this Company Contract Worksheet and any other enrollment documentation to the secure Box folder here:** [**https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4**](https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4)

**DO NOT EMAIL DOCUMENTS.**

**Please be sure to save all documents with the name of your company in the file name.**

**Have each student intern fill out the Student Information Form at this link:**

[**https://www.tfaforms.com/5029243**](https://www.tfaforms.com/5029243)

**\*\*\*Program Enrollment is not complete until all documents including the Student Information Form have been submitted and you receive an acknowledgement email.\*\*\***