



## 2017-2018 Internship Policies & Procedures

- Internship candidate is expected to complete, in full, the following application and submit an official university transcript to Janet Phillips, Corporate Director of Human Resources for consideration of an internship position.
- Should the internship candidate's application be approved for an internship position, the intern is expected to complete an official Allen Harim application which will include a background screening and drug-testing. An internship position will not be guaranteed to a candidate until successful passing of their background check and drug-screening.
- Once granted an internship position, the intern will be assigned an Allen Harim location to report to, along with a member of the senior management team or higher as their internship supervisor. While each intern will have a designated intern location, intern should be advised that some tasks delegated by their internship supervisor will result in travel to and from various Allen Harim locations. The intern may be compensated for mileage per standard Allen Harim regulations and should refer to their assigned supervisor for more information.
- The internship position is based on a Monday - Friday work week. Dependent upon the internship position, work hours may vary and will be reviewed at the time the offer of internship is extended. However, based on departmental needs as it relates to the completion of projects assigned, some weekend work may be required.
- This internship provided by Allen Harim is a paid internship competitive with other local poultry internship positions based on experience and education. Compensation will be reviewed by the Corporate Director of Human Resources at which time the offer of internship acceptance is extended. The intern's pay will be subject to all applicable federal, state, and local taxes as mandated by law. Housing is not included.
- During the internship period, the intern may be required to prepare written reports documenting their findings based upon experiences encountered during their departmental work. Specific reporting assignments will be presented by the intern's assigned supervisor and the intern will be expected to complete these reports on a weekly or bi-weekly basis dependent upon supervisor instruction.
- During the internship period, the intern will be expected to follow all Allen Harim procedures including but not limited to all safety and environmental laws and procedures, all corporate rules and regulations, and Allen Harim's Animal Welfare Policy. Any intern in violation of any mandated rules, policies, or laws may be subject to disciplinary action up to and including immediate dismissal from the internship program.
- Upon successful completion of the internship program, the intern may be offered an opportunity for a manager trainee position or future job offer. Offers are not guaranteed.
- Additional policies & procedures may be enforced & should be reviewed with the Corporate Director of Human Resources.



**Human Resources**  
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## 2017-2018 Internship Application

Note: All fields must be completed to be considered for internship candidacy.

### Internship Candidate Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Gender:      Male                  Female                  Date of Birth: \_\_\_\_\_

### Academic Information

University Currently Attending: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Current College Level:      Freshman                  Sophomore                  Junior                  Senior  
Current Major: \_\_\_\_\_ Current Minor: \_\_\_\_\_  
Cumulative GPA:                  **Official transcript required. Please include with application submission.**  
Expected Graduation Date: \_\_\_\_\_ Degree Level: \_\_\_\_\_  
Have You Completed an Internship Before?      Yes                  No  
If So, When & Where? \_\_\_\_\_

*By signing below, you certify that all information provided is true and accurate to the best of your knowledge. Your signature also indicates that you have read and will abide by the internship policies and that you have read the following statement and agree to the terms stated.*

*"Allen Harim does not knowingly approve internship opportunities which pose undue risks to its participants. However, any internship or travel carries potential hazards which are beyond the control of Allen Harim, its agents, and employees."*

Printed Name: \_\_\_\_\_

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

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

***By clicking submit, you indicate your intent to apply for an Internship with Allen Harim in the following desired department. Select one only. Additionally, you indicate your understanding and agreeance to the internship polices as indicated, including consent to a drug and background check should your application be selected for acceptance into the program. Furthermore, you understand that your application is not considered complete until your official transcript has been received by Allen Harim.***

Internship Department Applying For: \_\_\_\_\_

**Submit**