CAIGP Internship Hiring Verification Form Summer 2024

Please fill out this form for each intern you hired. You will need your 9-digit vendor number from NJSTART to complete this form. OSHE cannot disburse the funds for the internship without a completed form for each intern hired. Upon completion of the form OSHE will disburse the grant money before the start of the internship.

1. Employer Name (or DBA if different from NJ START Vendor Name)

2. Employer 9 digit vendor number (from NJSTART)

3. is your NJ Start vendor set-up complete (i.e. New Jersey Business Registration, New Jersey Small Business Certification, and any other certifications are not expired or revoked; Address is up to date)

◯ Yes

◯ No

◯ Unsure

4. Employer Address (Please make sure your employer address is updated in the NJ START system-that is the address where your funds will be sent if you are not an ACH Vendor). Please include location code from NJ START, if possible.

[   ]

5. Employer City

[   ]

6. Employer State

[   ]

7. Employer Postal Code

8. Employer Phone Number

9. Employer Website

10. Internship Title

11. Student Full Name (first, middle initial, last)

12. Date of Birth

13. Is your intern a

○ current NJ Undergraduate (UG) student

○ current NJ Graduate (GR) student

○ Recent NJ graduate (either UG or GR)

○ College student who is a NJ resident (will need proof of residency)

14. College/University currently attended or previously attended

15. Student e-mail address (from college/university)

16. Student phone number

17. Anticipated Graduation Year

18. Current Major

19. Start date of internship

20. How did you (employer) verify that the intern was a current (spring 2023 or summer 2023) student at a New Jersey College or University?

○ Student Identification card

○ unofficial or official transcripts

○ Institution enrollment verification system

○ Student signed certification of enrollment status

○ Other

Microsoft Forms