

# STEM Career Accelerator Program application

## for college and university students

### Employer information

Business name \_\_\_\_\_ FEIN \_\_\_\_\_

Employer address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Employer contact name \_\_\_\_\_

Employer contact phone \_\_\_\_\_ Email address \_\_\_\_\_

My name and signature below indicate that I agree to the terms of the Internship Grant Program contract.

Employer's name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Select the industry area of the internship

Science       Technology       Engineering       Mathematics

### Intern information

Intern name \_\_\_\_\_ Gender  Male  Female Phone \_\_\_\_\_

Intern address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

U.S. citizen?  Yes  No      Permanent resident?  Yes  No      Date of birth \_\_\_\_\_

Alien registration # \_\_\_\_\_ Expiration date \_\_\_\_\_

Briefly describe intern's job duties \_\_\_\_\_

Hourly wage to be paid to intern \_\_\_\_\_ Number of hours per week \_\_\_\_\_

Approximate start date \_\_\_\_\_ Approximate end date \_\_\_\_\_

Name of School \_\_\_\_\_ Major \_\_\_\_\_ Grade Level \_\_\_\_\_

Address of school \_\_\_\_\_

Student name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

My name and signature below indicate that this student meets the eligibility criteria to participate in a paid internship program established by the College or University I represent. By signing this form, I agree to act as the intermediary between the New Jersey Department of Labor & Workforce Development and the participant employer.

College/university official's name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position held at college/university \_\_\_\_\_ Email \_\_\_\_\_

**ALL FIELDS** above must be filled in completely and accurately prior to the application being considered.

Email application to: [Internships@dol.nj.gov](mailto:Internships@dol.nj.gov)

## TERMS OF AGREEMENT

### The employer agrees:

1. To provide training and supervision to student in order that the student may attain work experience within New Jersey's STEM industries (science, technology, engineering and mathematics). The NJ Department of Labor & Workforce Development (LWD) will provide to the employer 50 percent of the student's salary during the Internship period on a cost reimbursement basis. LWD will match the employer's contribution up to \$3,000. These match funds cannot be used to satisfy a cost-sharing or matching requirement of another program. Holiday, sick, vacation and overtime are not reimbursable under this program.
2. To employ under this agreement only student interns enrolled in a New Jersey high school, college or university who have been certified by LWD as eligible for program services.
3. To ensure that no currently employed worker is displaced by any student in the Career Accelerator Program. No student may be employed under this program if any other individual is on layoff from the same or equivalent job or when the employer has terminated any regular employee without cause or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a student whose wages are subsidized by this program. No student who is directly related to a supervisor or the employer may be employed.
4. To electronically acknowledge the contract application and supporting payroll documentation to LWD for the 50 percent reimbursement of the student's wages. To cooperate with LWD in evaluating the progress of the student participant, and in such cases where termination is determined by the employer to be warranted, to contact LWD before termination.
5. That this contract is being entered into with the expectation and understanding that upon the student's graduation, the employer will consider employment of student intern. That if, for any reason, the student would not be considered for employment, the employer may be required to submit documentation to LWD.
6. That nothing herein alters the nature of the employment relationship (at-will or other) between the student and the employer. However, if LWD determines that the employer has breached any of the provisions of this agreement, LWD may refuse payment of any invoice(s) and may seek reimbursement of funds paid to the employer by LWD under this contract.
7. To comply with all federal and state laws and regulations including, but not limited to, the minimum wage rate of \$8.60 per hour, the requirement that the employer provide workers' compensation protection for the student participant and the requirement that the employer not discriminate against any person who is employed in the work covered by this contract or against any applicant for such employment because of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for rental or mortgage payments, subject only to conditions and limitations applicable alike to all persons.

*By electronically acknowledging the Internship contract application and submission of payroll documentation for a Career Accelerator program participant, the employer hereby covenants and agrees to the general provisions outlined above.*