Upward Bound Career Experience Response Sheet

_____ Yes, I would like to have ______ Upward Bound student(s) work with me this summer.  (number)

_____ Yes, I will sponsor a student for __________.  (amount)

_____ Unfortunately, I will be unable to participate in your Career Experience Program.

Business/Organization Name:  __________________________________________________________
Address: _____________________________________________________________________________
Phone: ______________________  Email: __________________________  Fax # __________________
Supervisor: ____________________________________    _____________________________________  (Please print name)                (Signature)

Job Description: (check all that apply)
___ Answering phone  ___ Filing  ___ Photocopying  ___ collating, sorting
___ Data entry  ___ Research  ___ Writing  ___ organizing
___ Cleaning  ___ Outdoor work  ___ Working with patients/residents  ___ Working with children
___ Other (please specify):  ______________________________________________________________
____________________________________________________________________________________

Dress Code: What best describes the dress expectation for this position (check all that apply)?
___ professional  ___ business casual  ___ casual  ___ uniform provided
___ clothes may get dirty  ___ no shorts  ___ no jeans  ___ no t-shirts
___ no tank tops  ___ sunhat/sunscreen recommended  ___ no sandals or open toe shoes  ___ no visible piercings or tattoos
___ Other (please specify):  _______________________________________________________________________
____________________________________________________________________________________

Requirements: Are there any other specific requirements for this job? _______________________
____________________________________________________________________________________

Please return by May 15 to:  Camille Blanchet / Mary Sinclair
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