



**BUSINESS APPLICATION  
SYP Internship Program**

Thank you for your interest in hosting one of our interns.

To be eligible, your business must meet the following criteria:

- Business should be legally registered and in good standing in the USA.
- Business should have tools and equipment necessary to accomplish internship objectives.
- Business maintains a safe working environment as outlined by state law.
- Business adheres to fair hiring practices as outlined by state law.
- Business understands that the intern’s experience should be to learn and to train. The intern should not replace an existing employee’s job.

Once we have received your form, we will review it and post your internship opportunity online along with the *Application for Interns*. Applicants should apply to an internship in their field of interest. Once all applications are received, the SYP will send applicant information to your business’ hiring contact/HR. Businesses will have from April 16 – May 15 to perform all standard in-house hiring practices and interviews. Accepted applicants will attend an orientation hosted by the SYP Chairs, then all internships should commence on or after June 3, 2024. While it is the decision of the business as to the length of the internship, the SYP recommends a minimum of 6 weeks.

- March 5, 2024 – Business Application deadline
- March 15, 2024 – Internship Applications open on the SYP Website
- April 15, 2024 – Internship Application Deadline
- April 16, 2024 – SYP will email application to your business hiring contact/HR
- April 16, 2024 to May 15, 2024 – Business will conduct interviews and other in house hiring procedures.
- May 24, 2024 – SYP will conduct orientation for Internship Recipients
- June 3, 2024 – Internship should commence on or after this day.

Fill out this form and email it to [syp@siawe.org](mailto:syp@siawe.org)

Deadline: March 5, 2024

Questions Call: 713-591-4463 or email [syp@siawe.org](mailto:syp@siawe.org)

**Business Information**

Business Name: \_\_\_\_\_

Industry: \_\_\_\_\_ Number of Available Internship Positions: \_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hiring Contact/HR:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please fill out a separate internship description for each available position.**

**Internship Description**

Job Title: \_\_\_\_\_

Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Start and End Date: \_\_\_\_\_

Expected Work Hours: \_\_\_\_\_

\_\_ Unpaid or \_\_ Paid: (Salary: \_\_\_\_\_)

Supervisor (Business is required to assign a supervisor and/or mentor, this can be reported to the SYP and intern later, but prior to start of internship)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Internship Description**

Job Title: \_\_\_\_\_

Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Expected Work Hours: \_\_\_\_\_

\_\_ Unpaid or \_\_ Paid: (Salary: \_\_\_\_\_)

Supervisor (Business is required to assign a supervisor and/or mentor, this can be reported to the SYP and intern later, but prior to start of internship)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing this document, the Business acknowledges that it is the responsibility of the Business to adhere to its standard in-house hiring practices. Such practices may include but are not limited to: reviewing resumes and relevant experience of the interns, interviewing interns, performing background checks etc...

It is not the responsibility of the Society of Iranian Women for Education, Society of Young Professionals (SIAWE, SYP) to do any part of the hiring or selection process, including any of the above listed hiring practices. The SIAWE, SYP does not conduct background checks of applicants. The SIAWE, SYP will solely work to connect businesses with potential applicants. It is the responsibility of the Business to select their intern.

The Business will be presented with applicants for their internship position, however, if none of the applicants meet the requirements set forth by the Business, the Business may choose to **not** select any applicants for hire.

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The Business Representative Name

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The Business Representative Signature

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Date