



City of Phoenix
Phoenix Youth R.I.S.E. (Reach & Invest in Summer Employment)
Summer Intern Program
Business Request Form

Business Information

Business Name:			
Address:			
City/ State/ Zip:			
Nearest Major Intersection:			
Primary Supervisor Name:		Phone Number:	
E-mail Address:			
Website Address:			
Alternate Supervisor 1:		Phone Number:	

***Primary supervisor or alternate is required to be on site during youth intern work hours**

Business Description

Select Type of Agency:	Private <input type="checkbox"/>	Government <input type="checkbox"/>	Non-profit <input type="checkbox"/>	Business <input type="checkbox"/>
Describe the business/agency's function:				
Will youth workers have direct contact with business clients? If "yes," describe the business clients:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
How many staff members will be responsible for the youth?				
Describe the supervisor's duties related to youth supervision and the plan for alternate supervision in the primary supervisor's absence:				

Job Description (Attach additional pages for different job title. For Customized Program attach job posting):

Job Title:		Number of Openings:
Tentative Schedule: MON ___ TUE ___ WED ___ THUR ___ FRI ___ SAT ___ SUN ___		
Morning	From:	To:
Afternoon	From:	To:
Evening	From:	To:
Description of Duties:		
Special requirements? If so, please explain:		

Job Skills:

From the list below, select the skills that youth workers will acquire through employment at your worksite. Check all that apply.

Filing ___	Typing ___	Customer Service ___
Photocopying ___	Faxing ___	Data Entry ___
Word Processing ___	Email/Internet ___	Other: _____

Requesting Authority:

MUST BE SIGNED BY MANAGEMENT LEVEL REPRESENTATIVE	
Name (Print):	Title:
Signature:	Date:

Please submit one form for each available job title and return via email to Mary Alejandro at mary.alejandro@phoenix.gov

**Or drop off at:
City of Phoenix, City Hall
200 W. Washington St., 19th floor
Phoenix 85003**