

Youth@Work Internship Program Sample Request Form Packet

This document serves as a *sample packet* to assist requesting agencies in completing the Youth@Work Internship Request Form. It provides example language, position descriptions, and supporting details to guide agencies in preparing their own submissions.



YOUTH@WORK



2025-2026 Youth@Work Internship Request Form

To apply for approval to host an intern through the Youth@Work Internship Program, please complete and submit this form. The request form should be completed before 5:00pm EST on August 15, 2025 and include a signed approval by Agency Director before submission. If you have any questions, please email: Youthatwork@co.pg.md.us

Hi, David. When you submit this form, the owner will see your name and email address.

* Required

1. Date of Request *

8/1/2025

2. Requestor's Full Name: *

John Doe

3. Requestor's County Email Address: *

SampleEmail@co.pg.md.us

4. Requestor's Department/Agency: *

Include the full department/agency name and the acronym (if applicable).

Office of Human Resources Management (OHRM)

5. Identify the number of interns your agency is requesting. *

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6. Internship Opportunity/Career Pathway *

Select the career pathway for each position being offered.

- ☐ Budget Management and Finance
- ☐ Community and Customer Relations
- ☐ Environmental Services
- ☒ Government Operations
- ☐ Health and Human Services
- ☐ Infrastructure and Development
- ☒ Information Technology
- ☐ Public Safety

7. Internship Opportunity/Career Pathway *

Select the requested number of positions being offered for each career pathway.

	0	1	2	3	4+
Budget Management and Finance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community and Customer Relations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	0	1	2	3	4+
Environmental Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government Operations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Human Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure and Development	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information Technology	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Safety	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Weekly Hours *

☒ Full-Time (40 hours/week)

☐ Part-Time

9. Identify your preferred skills and qualifications. *

List the preferred skills and qualifications for each position offered. This information will appear in the job announcement and will guide the screening of candidates.

Government Operations Intern – Preferred Skills & Qualifications:

1. Preferred Skill & Qualification 1
2. Preferred Skill & Qualification 2
3. Preferred Skill & Qualification 3

Information Technology Intern – Preferred Skills & Qualifications:

4. Preferred Skill & Qualification 1
5. Preferred Skill & Qualification 2
6. Preferred Skill & Qualification 3

10. Reason for Request *

Identify the agency's purpose of requesting an intern.

The Office of Human Resources Management is requesting tow interns to support...(provide response)

11. Provide the worksite addresses where the intern(s) will report. *

Include the building name, street address, city, state, and zip code. Also indicate if the internship is in-person, remote or hybrid.

RMS Building 1400 McCormick Drive, Largo, MD 20774

12. Position Description: Attach a position description and list 4 major functions expected to be performed. (Non-anonymous question ⓘ) *

Sample 1 Position Descriptions.pdf

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

13. Post Program Strategy: Provide plans for the intern(s) at the end of the internship. *

Describe your agency's plan for transitioning the intern into permanent employment, should an intern be granted cohort. Include any available entry-level roles the intern may qualify for at the conclusion of the internship, and outline the steps your agency would take to support this transition.

Provide response.

14. I affirm that the information provided is accurate to the best of my knowledge and understand that submitting this application does not guarantee intern placement at my agency. *



15. Agency Director Approval (Non-anonymous question ⓘ) *

Upload a document on agency letterhead that includes the Agency Director's signature, printed name, signing date and confirmation of approval to submit this form.



Sample 2 Agency Director Approval.pdf

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio



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MEMORANDUM

DATE: August 1, 2025

TO: Youth@Work Internship Program

FROM: John Doe, HR Manager
Office of Human Resources Management

RE: Position Description

I, John Doe, in my role as HR Manager of the Office of Human Resources Management, am submitting the position description(s) and outlining the four major functions expected to be performed by the requested interns participating in the Youth@Work Internship Program.

Position: Government Operations Intern

Description: The Government Operations Intern will support administrative and operational functions within the Office of Human Resources Management, assisting with research, policy review, and coordination of internal projects.

Major Functions:

1. Assist with the preparation and organization of internal reports and policy documents.
2. Conduct research on HR best practices and summarize findings.
3. Support planning and logistics for meetings, trainings, and employee events.
4. Help maintain databases, filing systems, and employee records.

Position: Information Technology Intern

Description: The Information Technology Intern will assist the IT team in providing technical support, maintaining systems, and participating in ongoing technology improvement efforts within the department.

Major Functions:

1. Provide first-level technical support for hardware, software, and network issues.
2. Assist with system maintenance tasks, including updates and inventory tracking.
3. Support the rollout of new technology tools and training resources.
4. Document IT procedures and contribute to user support materials.



MEMORANDUM

DATE: August 1, 2025

TO: Youth@Work Internship Program

FROM: Jane Doe, Director *Jane Doe*
Office of Human Resources Management

RE: Agency Director Approval

I, Jane Doe, in my role as Agency Director of the Office of Human Resources Management, confirm that this request is being submitted with the agency's approval to participate in the Youth@Work Internship Program.