



# **Internship Program**

## **Intern Registration Form**

The undersigned ("Intern/Trainee") agrees to participate in an internship program at Newport (the "Company") d/b/a/ \_\_\_\_\_ (the "Facility"). Intern/Trainee has volunteered for the term below and expressly understands that Intern/Trainee will not receive compensation, is not an employee of the Newport, and is not entitled to employment with Newport at the completion of the internship/training. Intern/Trainee acknowledges that volunteering at Newport as an intern/trainee is primarily for the benefit of Intern/Trainee to obtain educational experience and gain practical work experience. Intern/Trainee is participating in the internship program with the express understanding that Intern/Trainee will receive academic credit from a bona fide education facility, which may include, but is not limited to, a university, community college, or trade school.

Intern/Trainee acknowledges that Intern/Trainee is at least 16 years of age. Intern/Trainee understands that this agreement makes no representations, either express or implied, of any type of employment relationship between Intern/Trainee and the Company. Intern/Trainee understands that Intern/Trainee is not eligible to win prizes or participate in Company contests. Intern/Trainee understands that Intern/Trainee may not operate any Company vehicles.

Furthermore, Intern/Trainee agrees to release, indemnify, and hold harmless the Company and its owners, partners, employees, families, and representatives from any claim arising out of any injury as a result of the internship.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Term of Internship: from: \_\_\_\_\_ to: \_\_\_\_\_

Educational Facility Providing Academic Credit: \_\_\_\_\_

Primary Course of Study: \_\_\_\_\_ Expected Year of Graduation: \_\_\_\_\_

Educational Facility Contact Name/Phone: \_\_\_\_\_

### **Company Instructions**

Attach to this Agreement:

1. A photocopy of Intern/Trainee's valid driver's license; and
2. Letter of Internship from educational facility.

Once completed, retain one copy for your department, give one copy to Human Resources Representative, and give one copy to Intern/Trainee for Intern/Trainee's records.