



## **Internship Agreement**

Employer:

Agrees to Employ:

On a full/part time basis for the purpose of training the intern in the following occupation:

The starting wage will be \$\_\_\_\_\_ per hour. This internship program will have a maximum of \_\_\_\_\_ total hours. The intern is expected to work 20-40 hours/week and the internship will last at least 4 weeks. This internship program ends 4/15/26 and all reimbursable paid time must be completed prior to 4/15/26. The employer will be responsible for insuring the said intern with Workers Compensation Insurance.

The intern's work schedule will be as follows:

### **CONTACT INFORMATION**

Intern:

Mentor/Supervisor:

Other on-the-job Contact (HR, Manager, Owner):

Vermont Woodworks Council Coordinator:

### **THE EMPLOYER AGREES TO:**

1. Observe all laws and regulations, both state and federal, pertaining to employment.
2. Avoid subjecting the intern to unnecessary hazards.
3. Obtain union or bargaining unit approval if this is applicable.
4. Instruct the intern in the learning experience as described in the attached Training Plan.

5. Update the VWWC with any changes to this internship agreement.
6. The (employer) is an equal opportunity agency that offers all persons the benefits of participating in each of its programs and competing in all areas of employment. This agency does not discriminate because of race, religion, color, ancestry, national origin, sex, gender identity, sexual orientation, place of birth, or age, or against a qualified individual with a disability.

THE INTERN AGREES/UNDERSTANDS TO:

1. Do an honest day's work keeping the employer's interests in mind; be punctual, dependable, honest and loyal.
2. Be courteous and considerate of the employer, his,/her family, other workers, customers and clients.
3. Provide a summary of their experience to the VWWC upon completion of the internship.

THE VERMONT WOOD WORKS COUNCIL AGREES TO:

1. Reimburse Employer intern wages up to \$3,600 upon Employer submitting a report showing paid wages after completion of the internship.

TRAINING PLAN

(See Page 3)

TERMINATION OF THE CONTRACT/TRAINING AGREEMENT

This Contract/Training Agreement may be terminated at any time by either the Employer or The Vermont Woodworks Council only after consultation with all interested parties

SIGNATURE OF INTERESTED PARTIES

Intern:

Employer:

VWWC Coordinator:

## TRAINING PLAN

During the course of this internship, your employer will be responsible for your training and day to day work. You will be learning the following:

## QUALIFICATIONS

To qualify for the internship program, an intern must

- Be 18 years of age or older
- Provide their own transportation
- Provide their own housing
- Be of sound physical condition to be able to participate in required work

Employer participants must

- Be a member of the Vermont Woodworks Council in good standing. If they are not a member they have the opportunity to join.
- Be able to provide workers compensation insurance as required by law.
- Have a member of staff dedicated to mentor/manage the intern through the duration of the internship.