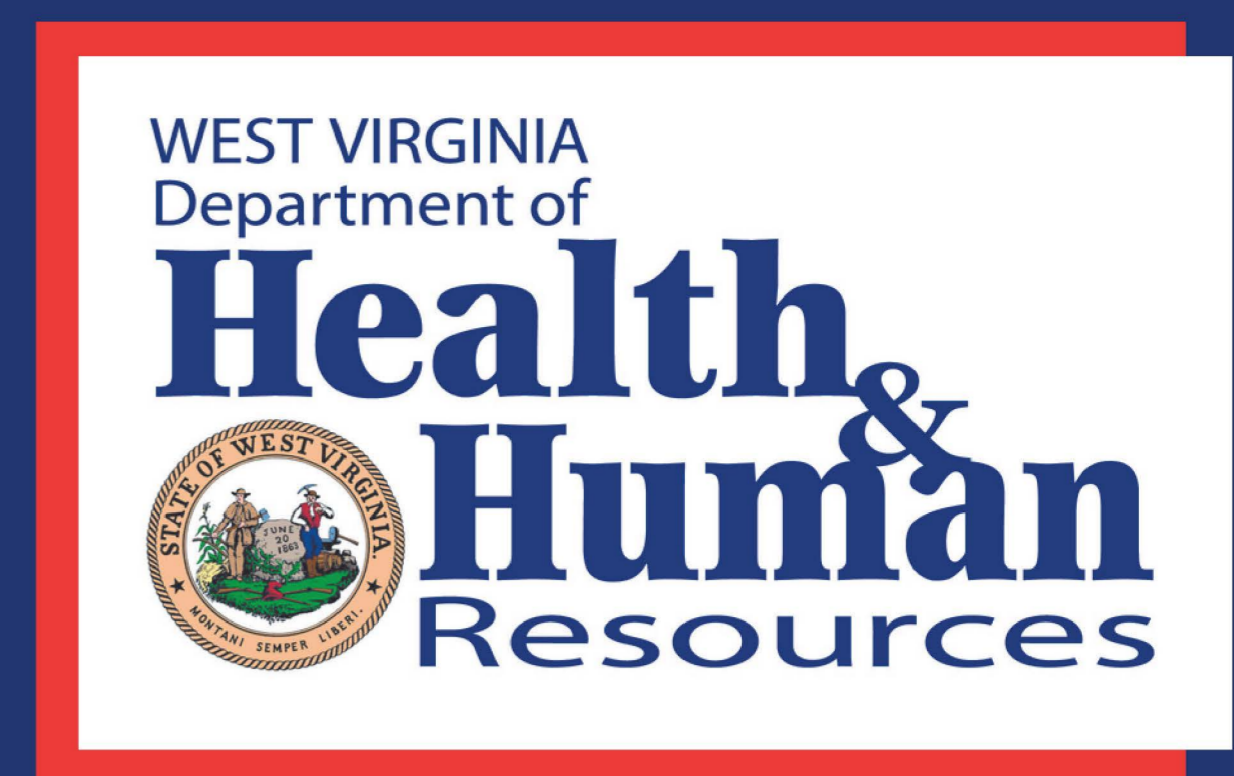


WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN  
RESOURCES



**2023 Internship Application**

Priority Application Deadline : March 31, 2023 by 5:00 PM

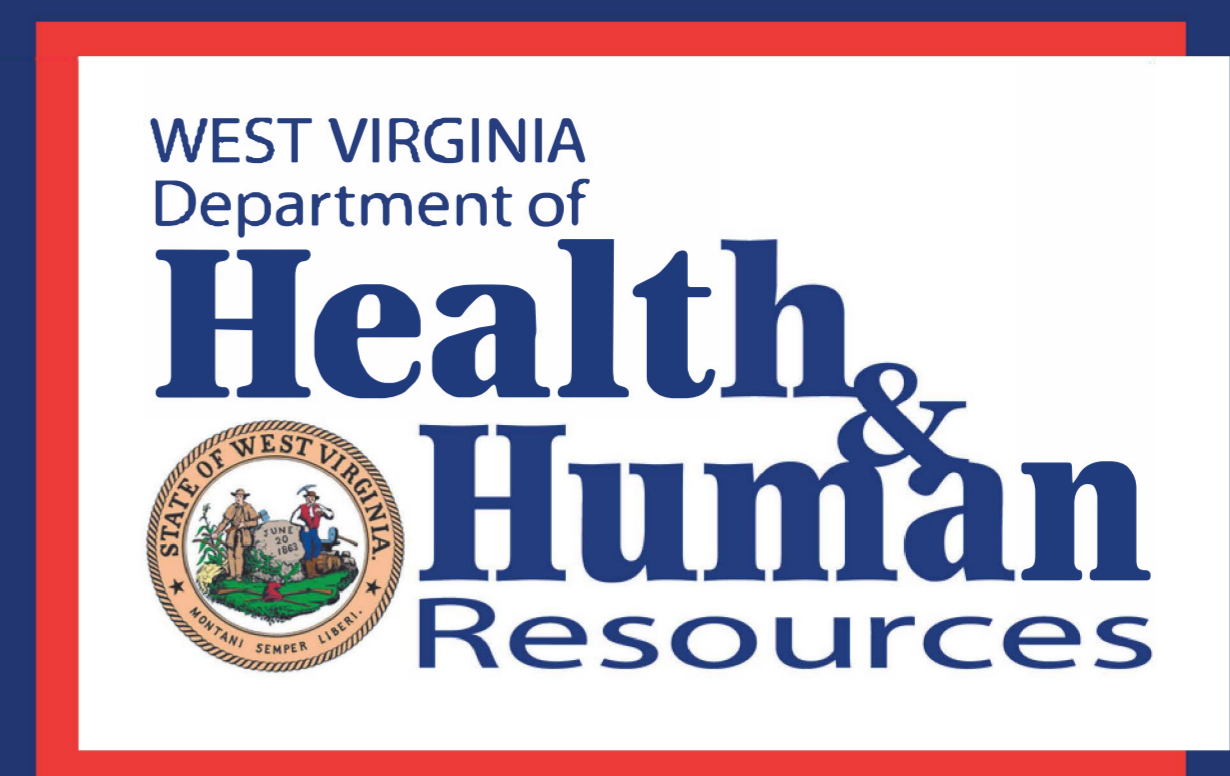
**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
2023 INTERNSHIP PROGRAM**

The mission of the West Virginia Department of Health and Human Resources (DHHR) is to collaborate with stakeholders to promote, protect, manage, and provide appropriate health and human services for our residents to improve their health, well-being and quality of life. DHHR's Internship Program is currently welcoming applications from driven and compassionate students who are seeking a meaningful work experience. An ideal candidate will be goal driven, with goals aligned to DHHR's mission. DHHR strives to ensure interns have a well-rounded experience and are provided with support and guidance. The internship program is a great way for students to gain real world career experience in their chosen field of study while developing connections with DHHR mentors.

DHHR's Internship Program offers a flexible schedule of 32-40 hours per week for up to 10 weeks, beginning on May 15 and ending on July 21, 2023. Interns receive a competitive wage, and those choosing to work in the Charleston, WV area may opt to take advantage of free housing and shuttle transportation. Qualified students must have successfully completed 30 hours of college credit with a minimum 2.50 cumulative grade point average and be eligible to work in the United States without sponsorship. To be considered for DHHR's Internship Program, qualified students must submit a completed application form, unofficial college transcript, and letter of recommendation to [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov) by Friday, March 31, 2023.

For additional information, please contact [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov) or 304-558-6700.

Thank you for your interest!



## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

### Application Steps

1. Complete the application.
2. Attach all required documentation to the application.
  - Including:
    - Unofficial copy of the most recent college transcript.
    - Letter of recommendation.
3. Submit application by the deadline of March 31, 2023 at 5:00PM to: [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov)
  - **Subject Line: 2023 Internship Program**

### Student Eligibility

Students will be required to meet the following criteria to be eligible to participate in the internship program:

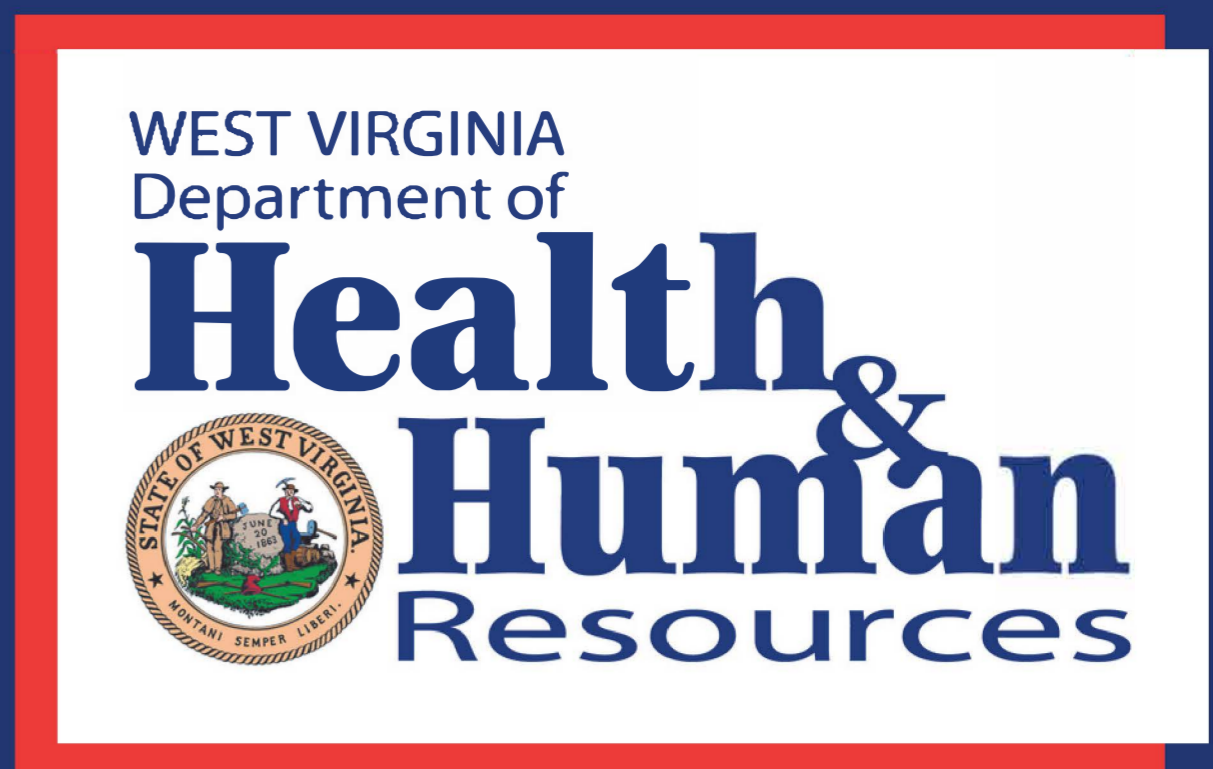
- Completed internship application form submitted by established deadline.
- Eligible to work in the United States without sponsorship.
- Earned a minimum of 30 college credit hours prior to internship start date.
- Minimum 2.5 cumulative grade point average.

### Student Placement

Most internship opportunities will be offered in Charleston, West Virginia (Kanawha County). Housing and transportation for students will be offered in this area at no additional cost to the student.

*If you are interested in an internship in another location and DO NOT require housing, please reach out and identify those locations in Section D of the application.*





## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

**MUST TYPE ALL INFORMATION ON APPLICATION**

### Section A : Internship Program

*Please identify your area of study.*

Degree

Interest

### Section B : Applicant Information

Full Name

First Name

Middle Name

Last Name

Full Address

City

Zip Code

State

Phone Number

E-Mail

### Section C : School Information

Current School Name

Current GPA

Anticipated Graduation Date (Month/Year)

**Please list the hours you have taken and the numbers you are currently enrolled in below.**

**YOU MUST ATTACH AN UNOFFICIAL COPY OF YOUR TRANSCRIPT TO YOUR APPLICATION TO BE CONSIDERED.**

Number of Hours Completed

Number of Hours Currently Enrolled

Total Number of Hours

### Section D : Location Preference (if applicable)

County (or city) of Work Preference 1

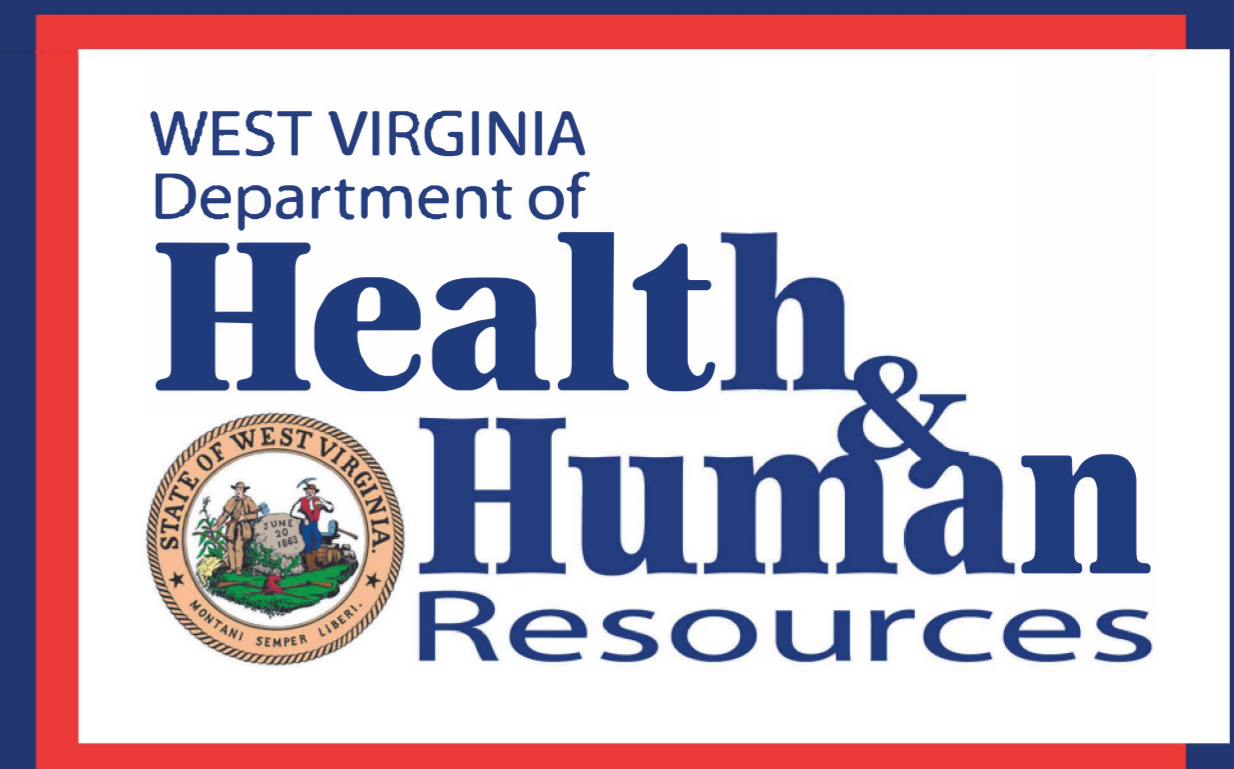
County (or city) of Work Preference 2

County (or city) of Work Preference 3

Will housing be needed?

Yes

No



## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

**MUST TYPE ALL INFORMATION ON APPLICATION**

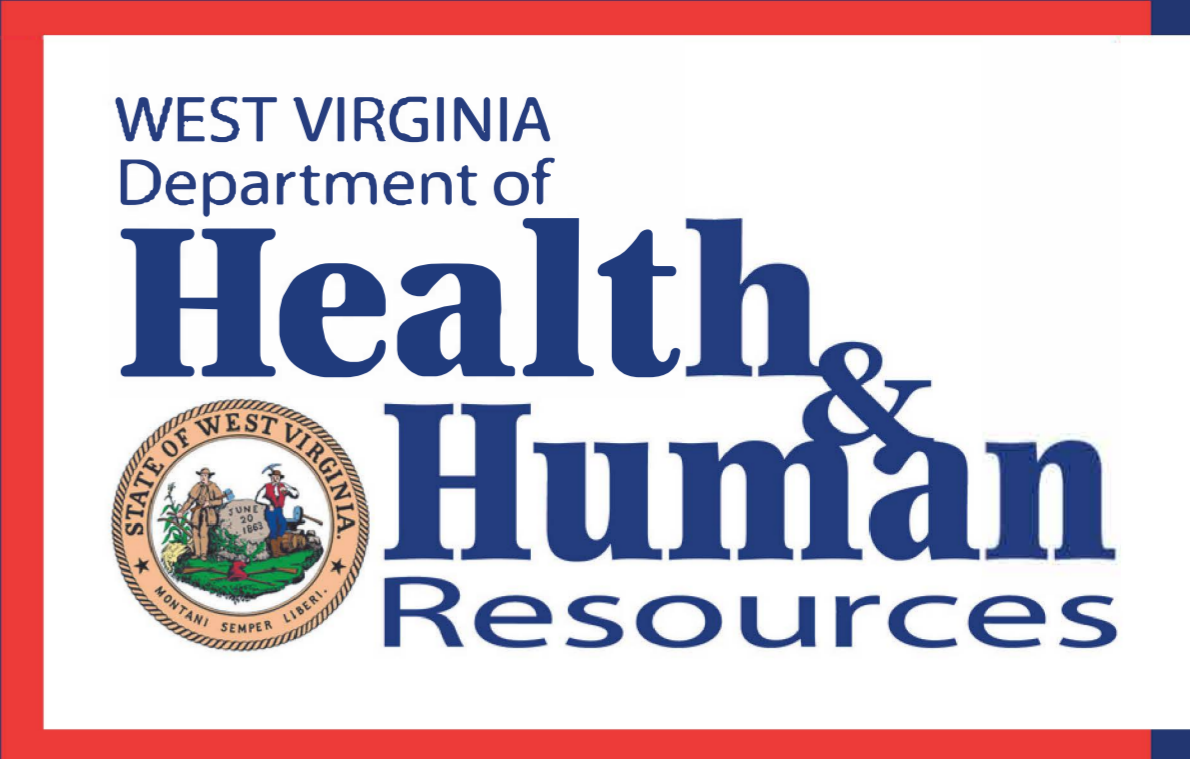
### Section E : Work Statement

#### **Why do you want to work for the Department of Health and Human Resources?**

*Please explain why you would like to intern with the Department of Health and Human Resources.*

*Your answer may include, but is not limited to, any relevant skills and/or abilities you possess, previous work experiences, or future employment goals.*

A large, empty light gray rectangular area intended for the applicant to type their response to the question.



## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

**MUST TYPE ALL INFORMATION ON APPLICATION**

### Section F : Employment History, Volunteer Experience and Extracurricular Activities.

**Please list previous and current employment history, volunteer experience and/or extracurricular activities.**

Employer/Organization

Job Title

Start Date  End Date

Responsibilities

Employer/Organization

Job Title

Start Date  End Date

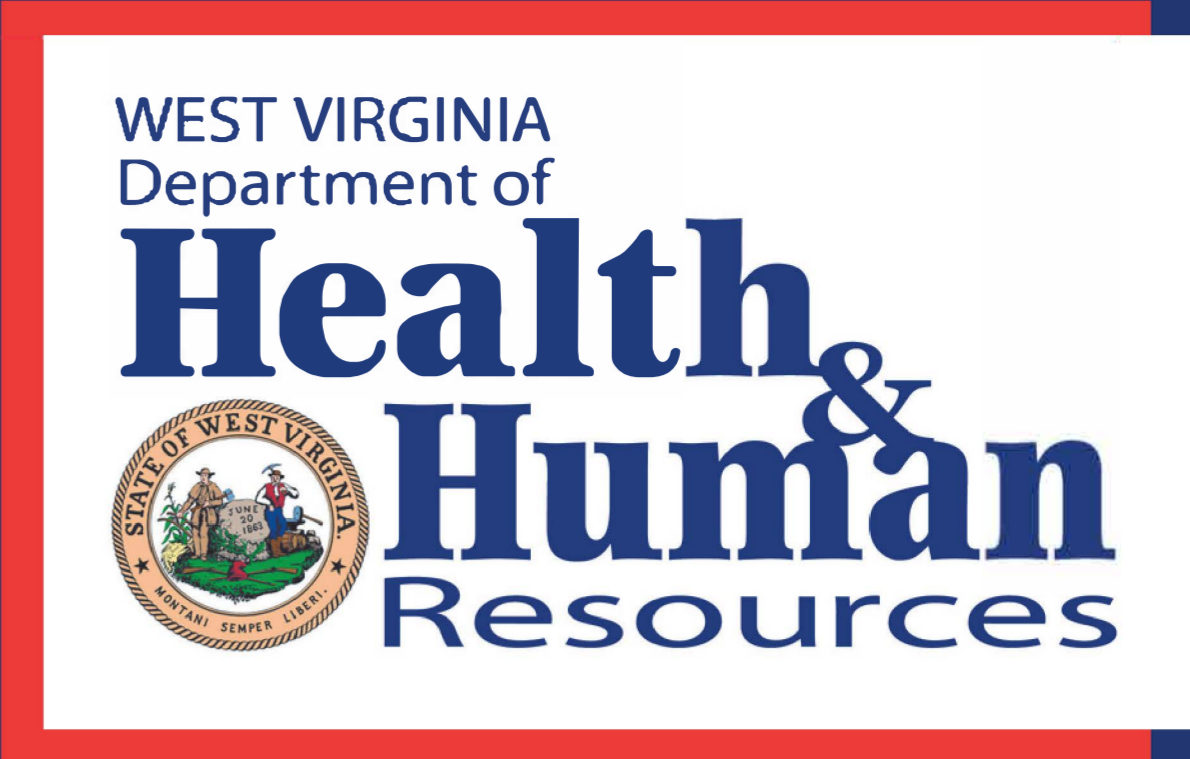
Responsibilities

Employer/Organization

Job Title

Start Date  End Date

Responsibilities



## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

**MUST TYPE ALL INFORMATION ON APPLICATION**

### Section F : Employment History, Volunteer Experience and Extracurricular Activities Continued.

**Please list previous and current employment history, volunteer experience and/or extracurricular activities.**

Employer/Organization

Job Title

Start Date  End Date

Responsibilities

Employer/Organization

Job Title

Start Date  End Date

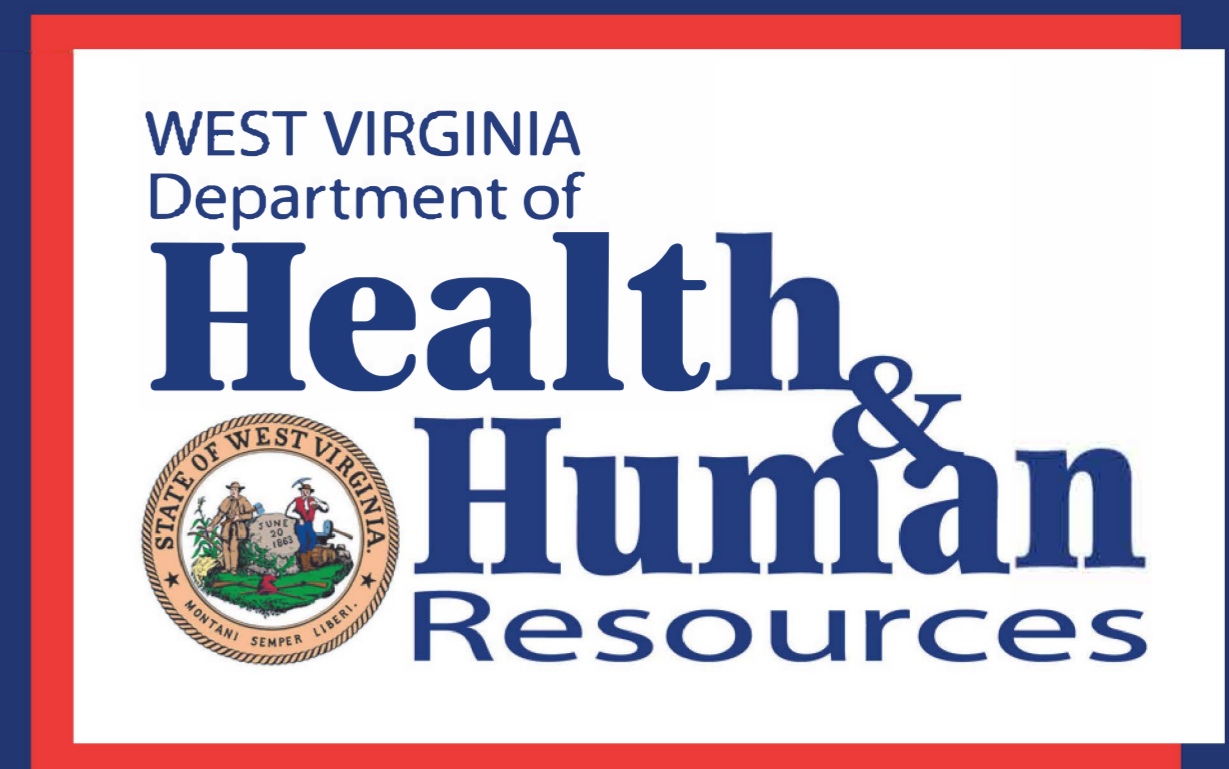
Responsibilities

Employer/Organization

Job Title

Start Date  End Date

Responsibilities



## 2023 Internship Application

Priority Application Deadline : March 31, 2023 by 5:00 PM

### MUST TYPE ALL INFORMATION ON APPLICATION

#### Affirmation Statement

***By signing this application, you certify that all information is accurate, correct, and complete. You understand that any intentional false information given may cause automatic dismissal from the Internship Program, resulting in termination of employment.***

Print Full Name

Signature

Date

#### Application Checklist

***Please use the following application checklist to ensure your application is completed and appropriate documentation has been included.***

- I completed the DHHR 2023 Internship Application (including Sections A - F).
- I have attached a copy of my unofficial school transcript.
- I have attached a letter of recommendation.

***Applicants must submit a completed application form, unofficial college transcript, and letter of recommendation to [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov) by Friday, March 31, 2023.***