

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

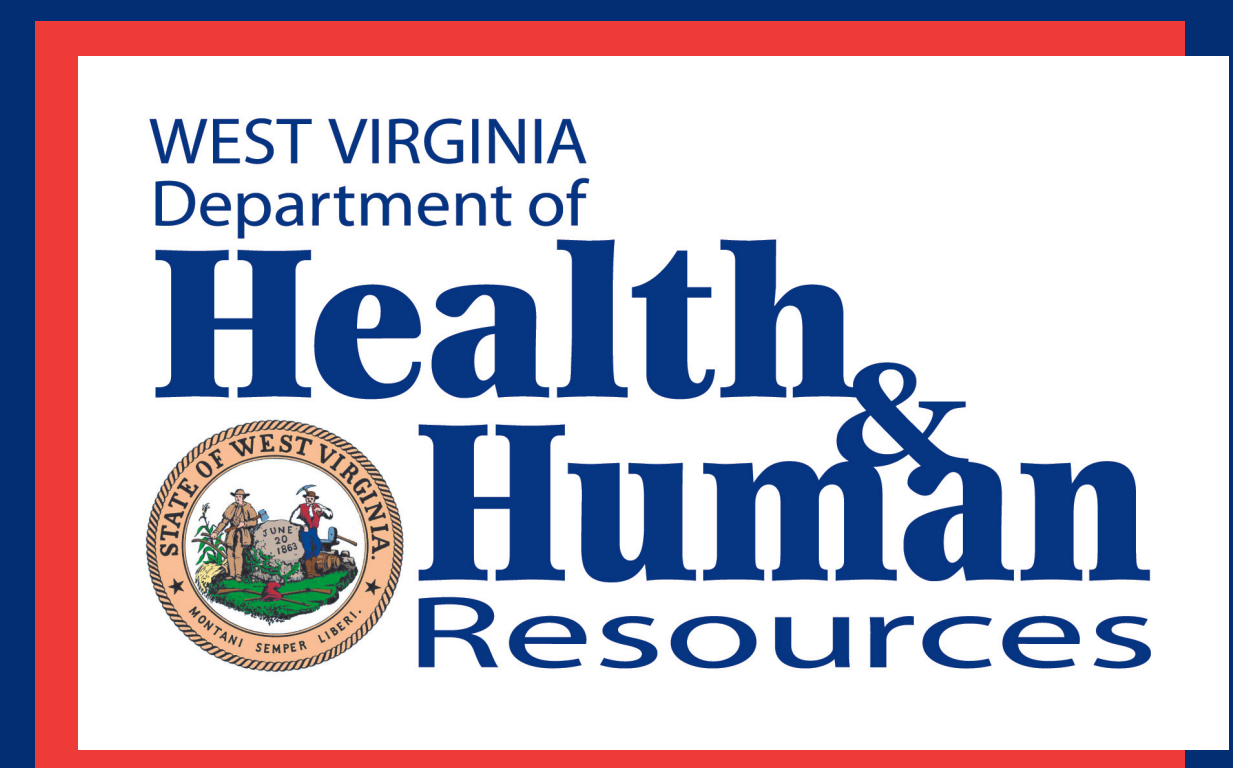
The mission of the West Virginia Department of Health and Human Resources (WV DHHR) is to promote and provide appropriate health and human services for the people of West Virginia in order to improve their quality of life, and the WV DHHR Internship Program is currently welcoming applications from driven and compassionate students who are seeking a meaningful work experience and whose goals align with our mission.

We ensure that interns have a well-rounded experience, and we provide support and guidance throughout the entire process. The internship program is a great way for students to gain real life experience in their chosen field of study and develop meaningful connections with WV DHHR mentors.

The WV DHHR Internship Program offers a flexible schedule of 32-40 hours per week for up to 10 weeks, beginning May 15 and ending 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 the WV DHHR Internship Program, qualified students must submit a completed application form and a copy of their most recent unofficial college transcript by email to DHHRJobs@wv.gov.

For additional information, please contact us at DHHRJobs@wv.gov or 304-558-6700.

Thank you for your interest!



2023 Internship Application

Application Steps

1. Complete the application.
2. Attach an unofficial copy of the most recent college transcript.
3. Submit application via email to: DHHRJobs@wv.gov
 - Subject Line: 2023 Internship Program

Student Eligibility

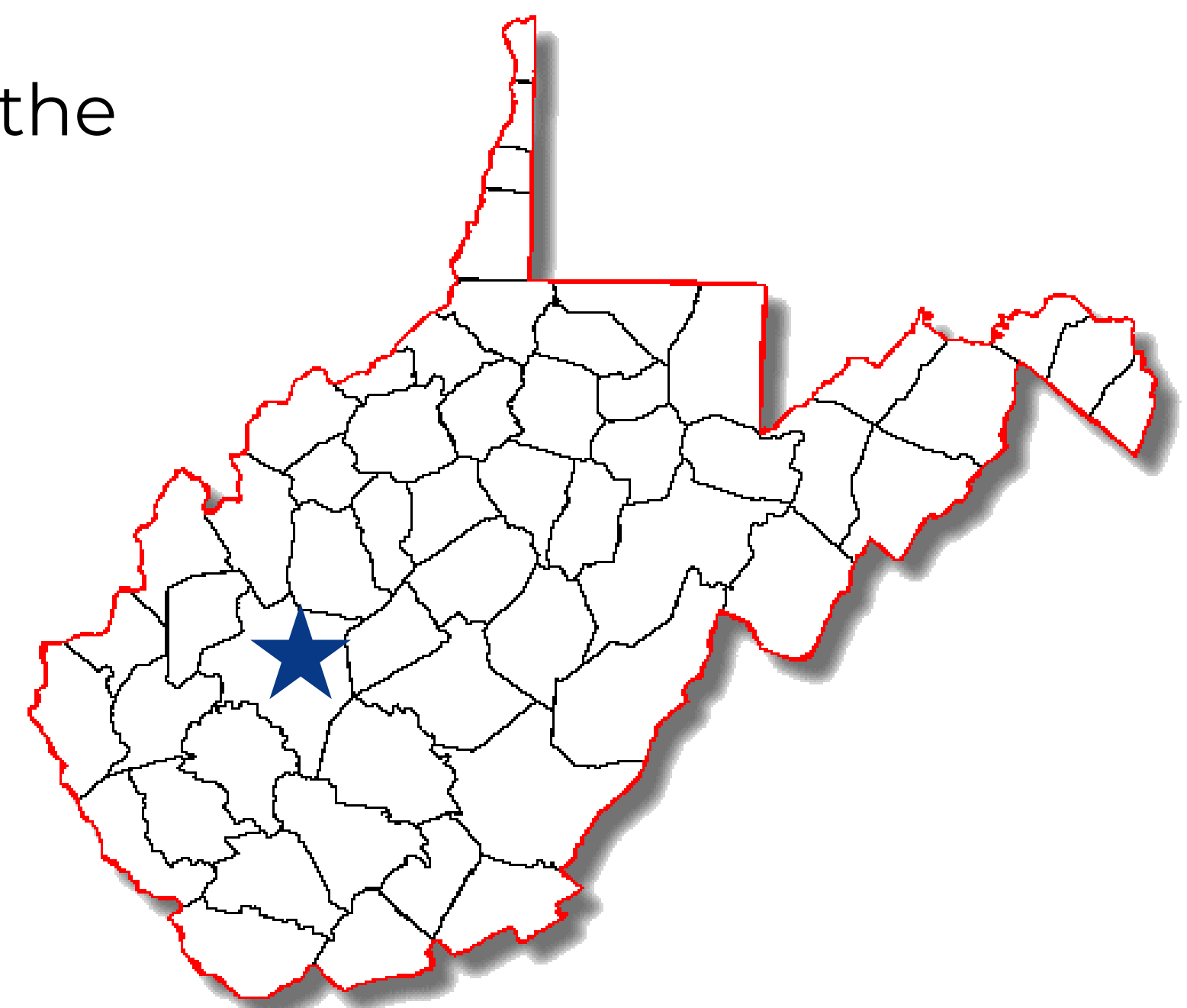
Students will be required to meet the following criteria to be eligible to participate in the internship program:

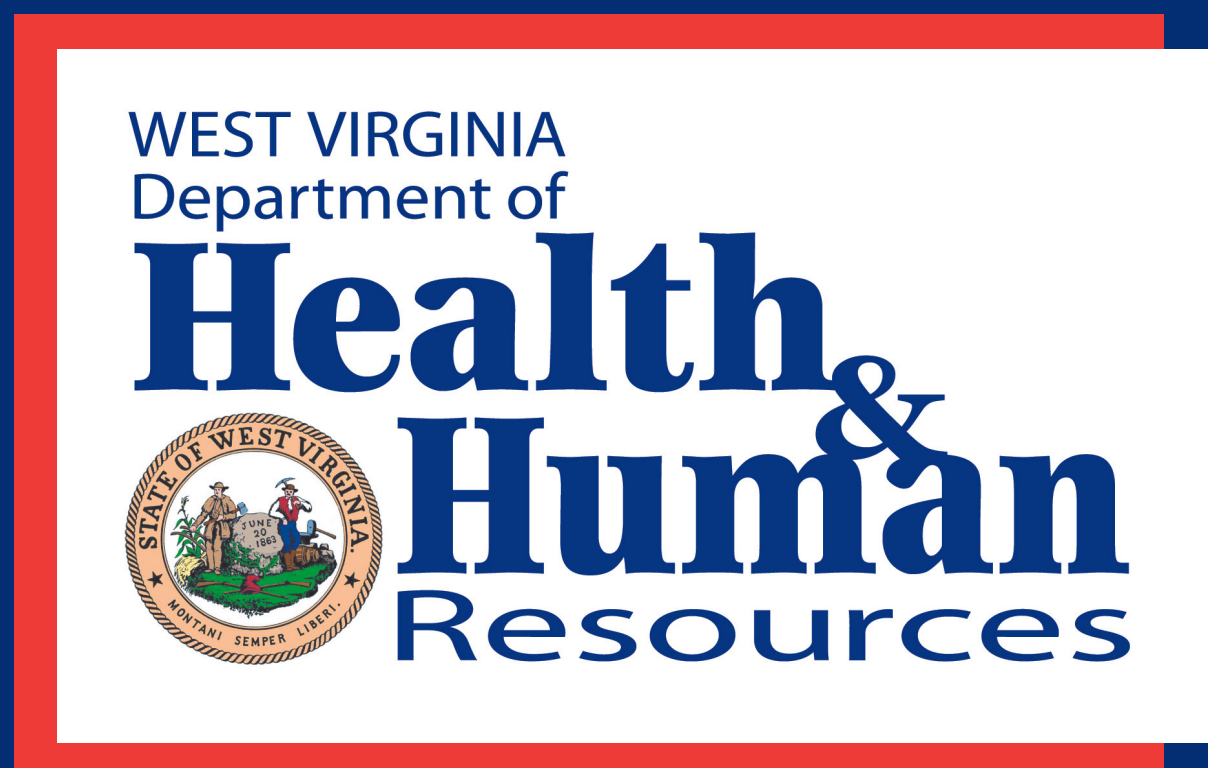
- Completed internship application form submitted by established deadline.
- Eligible to work in the United States without sponsorship.
- Earned a minimum of 30 credit hours prior to internship start date.
- Minimum 2.5 cumulative grade point average.

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

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.

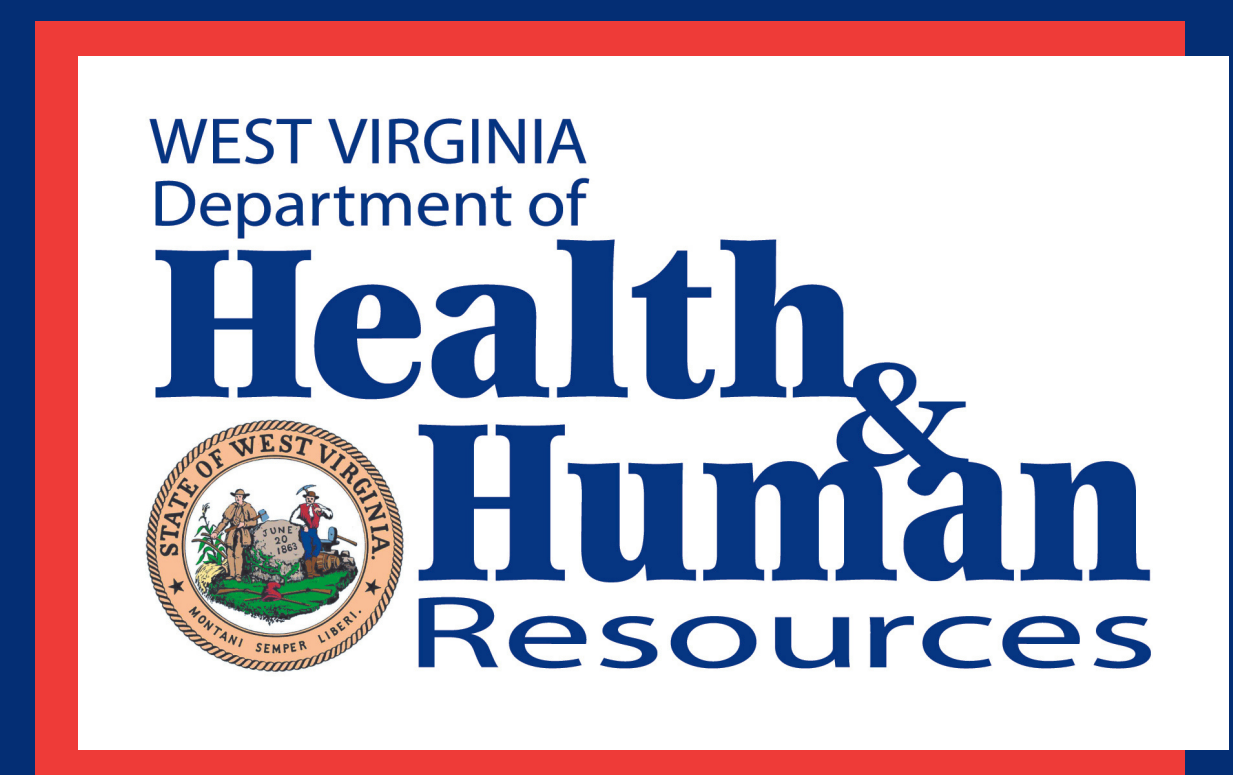
YOU MUST ATTACH AN UNOFFICIAL COPY OF YOUR TRANSCRIPT TO YOUR APPLICATION TO BE CONSIDERED.

Number of Hours Completed	Number of Hours Currently Enrolled	Total Number of Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



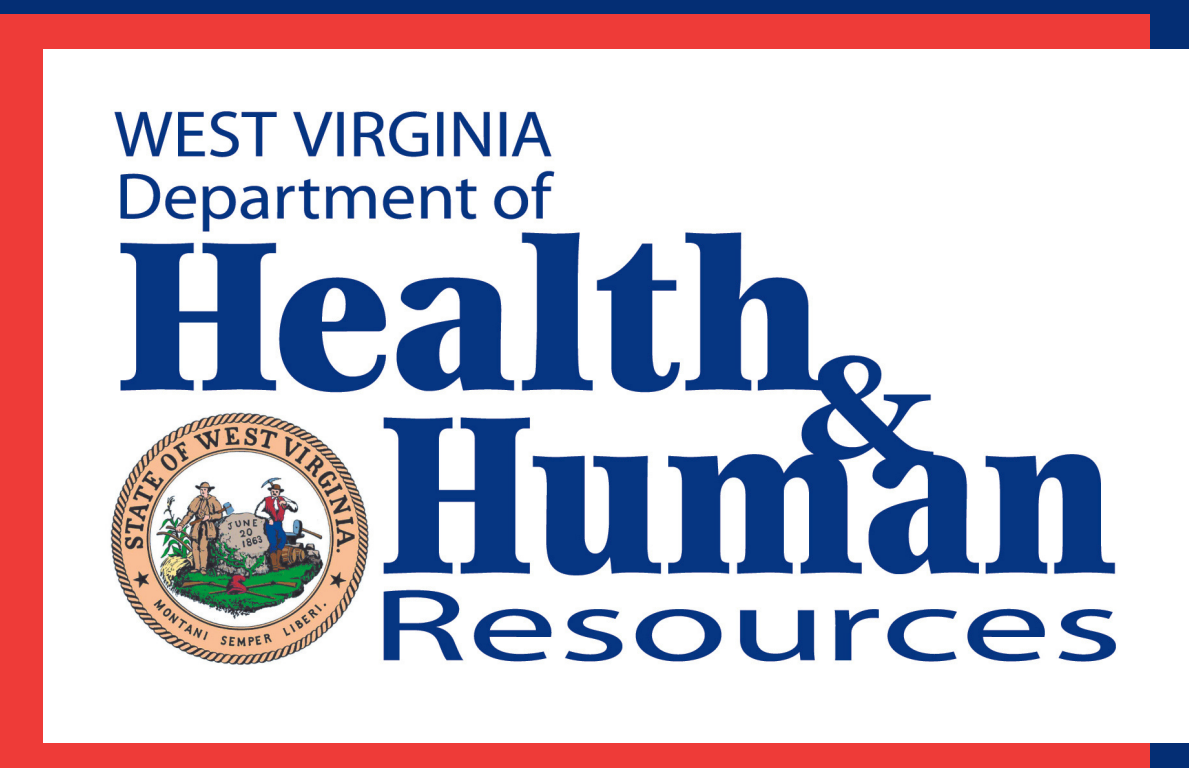
2023 Internship Application

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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.



2023 Internship Application

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

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

Employer/Organization: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]

Employer/Organization: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]

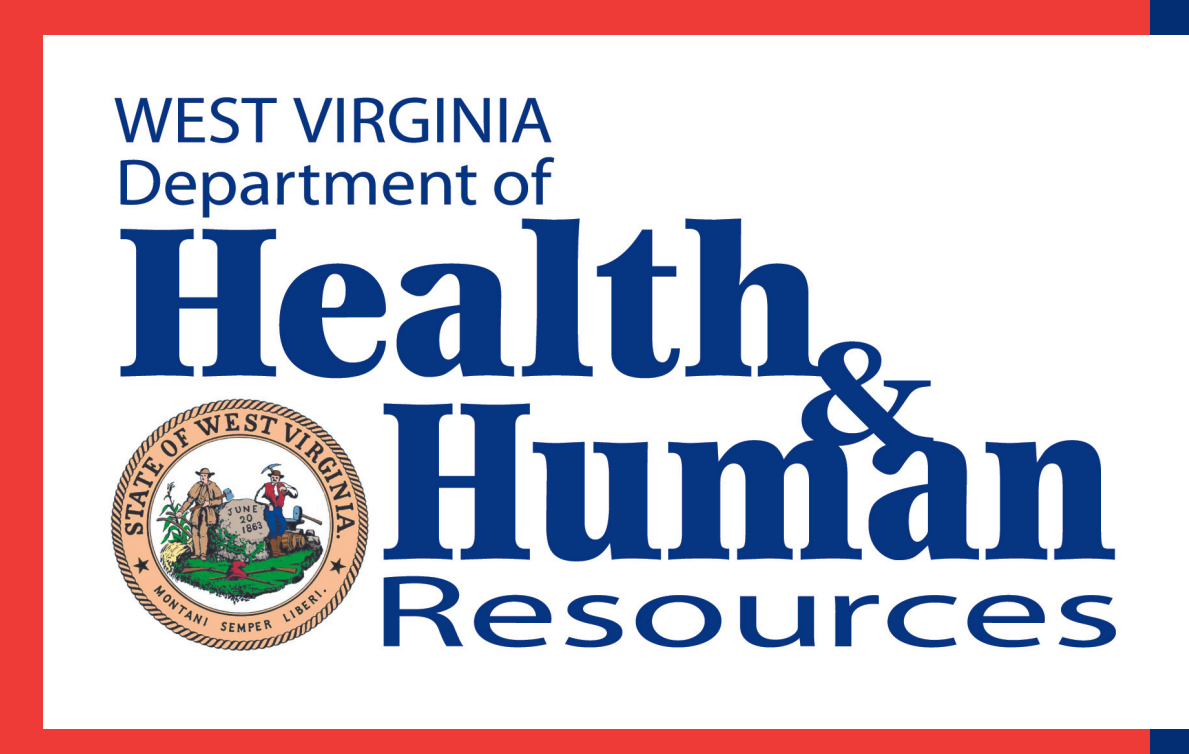
Employer/Organization: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]



2023 Internship Application

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: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]

Employer/Organization: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]

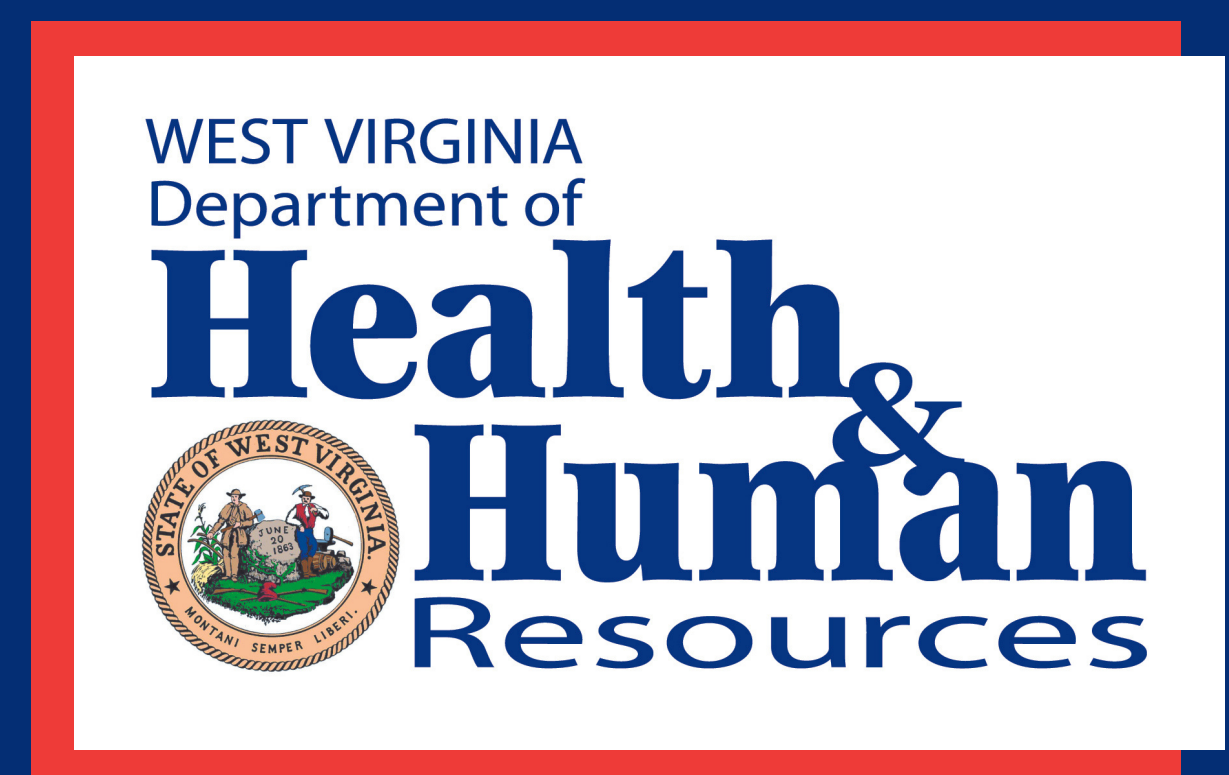
Employer/Organization: [Redacted]

Job Title : [Redacted]

Start Date : [Redacted]

End Date : [Redacted]

Responsibilities : [Redacted]



2023 Internship Application

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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 most recent unofficial school transcript.