



WEST VIRGINIA
DEPARTMENT OF HEALTH
DEPARTMENT OF HEALTH FACILITIES
DEPARTMENT OF HUMAN SERVICES

2024 Internship Application

WEST VIRGINIA DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES 2024 SUMMER INTERNSHIP PROGRAM

The West Virginia Departments of Health, Health Facilities, and Human Services are welcoming applications for its Internship Program from driven and compassionate students who are seeking a meaningful work experience and whose goals align with the goals of the three departments.

Interns can expect to have a well-rounded experience, as well as support and guidance throughout the entire process. The Internship Program is a great way for students to gain career experience in their chosen field of study and develop meaningful connections with mentors.

The Internship Program offers a flexible schedule of 20 to 40 hours per week for up to 10 weeks, beginning mid-May 2024 and ending mid-July 2024. Interns receive a competitive wage, and those who choose to work in the Charleston, West Virginia area may opt to take advantage of free housing.

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 Internship Program, qualified students must submit a completed application form and a copy of their most recent unofficial college transcript by email to OSAJobs@wv.gov. Priority deadline for applications is March 1, 2024.

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

Thank you for your interest!

■ Application Steps

1. Complete the application.
2. Attach an unofficial copy of your most recent college transcript.
3. Submit application via email to: OSAJobs@wv.gov
 - **Subject Line: 2024 Summer Internship Program**
 - **Priority Deadline: March 1, 2024**

■ 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 3.00 cumulative grade point average.
 - 2.50 cumulative grade point average will be accepted with a reference letter.

■ Student Placement

Most internship opportunities will be offered in Charleston, West Virginia (Kanawha County). Housing 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.*





2024 Internship Application

MUST TYPE ALL INFORMATION ON APPLICATION

Section A : Internship Program

Please identify your area of study.

Degree

Degree Level

(Associate, Bachelor's, Masters, Doctoral, Law, etc)

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

Undergraduate Program :

Freshman

Junior

Sophomore

Senior

Graduate Program :

Law :

1L

2L

3L

Section D: Location Preference (if applicable)

Please note that housing is only offered in Kanawha County (Charleston).
 If you do not require housing you may identify up to three location preferences below.

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

MUST TYPE ALL INFORMATION ON APPLICATION**Section E : Work Statement**

Why do you want to work for the West Virginia Departments of Health, Health Facilities, or Human Services?

Please explain why you would like to intern with us.

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

Section F : Expectations

Please identify three things you hope to learn as an intern as it relates to your future career goals.

As an intern I hope to learn...

As an intern I hope to learn...

As an intern I hope to learn...



MUST TYPE ALL INFORMATION ON APPLICATION

Section G : 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 :

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 2024 Summer Internship Application (including Sections A - G).

I have attached a copy of my most recent unofficial school transcript.