



City of Phoenix
Phoenix Youth R.I.S.E. (Reach & Invest in Summer Employment)
Summer Intern Program
Business Request Form

Please select program(s) you wish to participate in:

Customized (Employer Pays Wages)	Traditional (City of Phoenix Pays Wages)
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Business Information

Business Name:			
Address:			
City/ State/ Zip:			
Nearest Major Intersection:			
Primary Supervisor Name:		Phone Number:	
E-mail Address:			
Website Address:			
Alternate Supervisor 1:		Phone Number:	

***Primary supervisor or alternate is required to be on site during youth intern work hours**

Business Description

Select Type of Agency:	Private	Government	Non-profit	Business
Describe the business/agency's function:				
Will youth workers have direct contact with business clients? If "yes," describe the business clients:				
		Yes	No	
How many staff members will be responsible for the youth?				
Describe the supervisor's duties related to youth supervision and the plan for alternate supervision in the primary supervisor's absence:				

Job Description (Attach additional pages for different job title. For Customized Program attach job posting):

Job Title:		Number of Openings:
Tentative Schedule: MON TUE WED THUR FRI SAT SUN		
Morning	From:	To:
Afternoon	From:	To:
Evening	From:	To:
Description of Duties:		
Special requirements? If so, please explain:		

Job Skills:

From the list below, select the skills that youth workers will acquire through employment at your worksite. Check all that apply.

Filing	Typing	Customer Service
Photocopying	Faxing	Data Entry
Word Processing	Email/Internet	Other: _____

Requesting Authority:

MUST BE SIGNED BY MANAGEMENT LEVEL REPRESENTATIVE	
Name (Print):	Title:
Signature:	Date:

Please submit one form for each available job title and return via email to Mary Alejandro at mary.alejandro@phoenix.gov

**Or drop off at:
City of Phoenix, City Hall
200 W. Washington St., 19th floor
Phoenix 85003**