

SER - Jobs For Progress Inc. Pima County Workforce Development Youth Internships

This is a step by step procedure from internships for the General Fund.

General Fund Procedures

1. During School year internships: filling out Application using black ink, print leasable, and making sure you complete all information and having your Parent's sign if under 18 years of age.
2. Summer Internships: Complete Application online at <https://summer.youth.pima.gov/> or fill out the Application for call 520-724-9639 for assessment appointment only if you are not enrolled in school be sure to mark referred by an agency SER - Jobs for Progress.
3. You must submit a copy of your most recent transcripts with your application.
4. We need copies of the following; Birth Certificate, Social Security Card, and current Driver License or School ID, current school transcripts.
5. You must email me at arthurb@susd12.org all information for your Application to be considered. I will be looking for a Teacher recondition for your Internship.
6. Teachers: I will be sending out Applications by email, make sure you keep a roster of names of students, and remember we need a copy of the following information; ASE Certification, and Dealership Certification (Lube Tech) MOPAR, ACE Ford, Ford Asset, Toyota T-10 program our any other dealership Certification, and for now Auto body interns will use ASE (Auto Body) or SP/2 until I-Car Certifications move in.
7. **All internships are based on funding each year.**