



Date: April 9, 2018

Subject: WMC FDC Internship

To Whom It May Concern,

The Facilities Design and Construction (FDC) Medical Center Team is looking to hire a few new student interns. FDC oversees campus design, construction, and renovation projects, technical support services and building design standards. The Medical Center team focuses primarily on buildings associated with Main Campus University Hospital, medical colleges and all other hospitals associated with the Wexner Medical Center. The department represents the owners through all stages of professional, technical, design and construction services. For those interested, please see the job description below.

Assist Director of Projects with reports, data entry into multiple project management and accounting software, follow up with team members. Assist Project Managers in/on projects to access site for contractors, assisting in developing meeting notes and distribution of notes/materials associated with projects. Assist team in ordering office supplies, tracking materials and basic day to day office functions.

For more information about all of the roles of FDC, please go to www.fod.osu.edu. This job is what you make it. If you show interest and want to gain more experience, the team will help you gain that knowledge. For those interested, or for anyone looking for more information, please contact myself, stapp.5@osu.edu, or Kathy Fortenbaugh, Fortenbaugh.1@osu.edu. To apply for the position, please fill out the attached PDF and send it back to Kathy Fortenbaugh.

Thank you,

Rochelle Stapp
WMC Facilities Design & Construction

PERSONAL INFORMATION

Name: _____

Campus/Local Address: _____

Local Phone: _____ Cell Phone: _____

E-mail Address: _____ OSU ID #: _____

Are you under the age of 18? Yes No

Are you a U.S. citizen, permanent resident, or authorized to work in the United States? Yes No

Do you have a current, valid driver's license? Yes No (Issuing State: _____)

If you are applying for a driving position, please indicate your driver's license #: _____

Have you ever been at-fault in any vehicular accidents? If yes, please explain. _____

How many points are currently on your driver's license (a typical speeding ticket will assess 2 points)? _____

AVAILABILITY

Which semesters are you able to work? Please check all that apply: Autumn Spring Summer

Hours Available to Work (current semester):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

What date would you be able to start work? _____ How many hours are you currently enrolled? _____

Are you able to work **at least** 10 hours per week while classes are in session? Yes No

Are you able to work evenings and weekends while classes are in session? Yes No

POSITION FOR WHICH YOU ARE APPLYING

EDUCATION

Are you a current Ohio State University student? Yes No

If **no**, list the name of the your university: _____

Current Rank: Freshman Sophomore Junior Senior What is your anticipated graduation date? _____

WORK EXPERIENCE

Current or Most Recent Position	Dates of Employment	
	From (Mo./Yr.)	To (Mo./Yr.)
Employer	Phone Number	
Address	Supervisor	
Description of duties, responsibilities and equipment operated		

Previous Position	Dates of Employment	
	From (Mo./Yr.)	To (Mo./Yr.)
Employer	Phone Number	
Address	Supervisor	
Description of duties, responsibilities and equipment operated		

REFERENCES

Please provide two (2) personal references (other than family):

Name	Phone Number	Relationship
1		
2		

The university is required to verify identity and work authorization at the time of employment.

CERTIFICATION AND STATEMENT OF UNDERSTANDING

I certify that all of the information furnished in the employment application and its addenda are true and complete to the best of my knowledge. I understand that the university may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military duties, convictions, or personal information to The Ohio State University and I further release any person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the university.

I authorize the university to obtain information regarding my record with the Bureau of Motor Vehicles if the position for which I am applying requires driving. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment. I understand the any future offer of employment may be conditioned upon the results of examinations, physical or others, as may be necessarily required by the university. The University will pay the reasonable cost of any examination which may be required.

The Ohio State University is a drug-free workplace. **Individuals offered employment at The Ohio State University may be required to successfully complete a pre-employment physical which includes drug testing.** Individuals who refuse to take or fail the drug test, after being informed, will be removed from employment consideration.

Signature: _____ Date: _____