



Requisition For Interns or Volunteers

Department: _____ Dept #: _____ Unit #: _____

Work Location: _____ Assigned to: _____

Nature of Assignment: _____

Date Assignment Begins: _____ Duration of Assignment: _____

Volunteer: Unpaid Intern: Paid Intern*: Salary Amount (for paid intern only): _____

** Must be approved by County Manager*

Credit Check Required: Yes No

Criminal History Check Required: Yes No

Required to Drive a County Vehicle: Yes No

Physical Requirements:

Regular Assigned Duties:

Department Verifications: I have read the Intern and/or Volunteer Policy located on the CobbWeb and understand either myself or the manager designated will assume responsibility of supervising the intern/volunteer in performing the duties listed above. I have also reviewed and approved the requirements stated above.

Requesting Manager's Signature Date

Department Manager Date

County Manager (for paid interns only) Date

Date Received: _____ Recruiter: _____

Date Filled: _____ Filled By: _____