

Office of Shared Administration Internship Application

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 West Virginia Departments of Health, Health Facilities and Human Services.

The internship program offers a flexible schedule of 20 to 40 hours per week with a competitive wage, providing interns with a well-rounded experience, comprehensive support, and guidance throughout the process. It serves as an excellent opportunity for students to gain valuable career experience in their field of study and develop meaningful connections with mentors.

Housing is available for interns whose regular commute to the Charleston area is more than 25 miles. The maximum duration for this housing is 10 weeks, generally starting in mid-May and concluding in mid-July.

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 copy of their most recent unofficial college transcript by email to OSAJobs@wv.gov.

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
4. Subject Line: Internship Program

MUST TYPE ALL INFORMATION ON APPLICATION

Student Eligibility

Students will be required to meet the following criteria to be eligible to participate in the internship program:

1. Completed internship application form submitted by established deadline
2. Eligible to work in the United States without sponsorship
3. Earned a minimum of 30 credit hours prior to the internship start date
4. Minimum of a 2.50 cumulative grade point average
5. If selected for employment, you may be required to successfully complete a drug screening and background check

Student Placement

Most internship opportunities will be offered in Charleston, West Virginia (Kanawha County). Housing is available **only** to interns whose commute to the Charleston area is more than 25 miles.

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.



Section A: Internship Program

Please identify your area of study:

Major

Degree Level
(Associate, Bachelors, 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:

Are you a West Virginia Resident?

Yes

No

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 ATTATCH AN UNOFFICIAL COPY OF YOUR TRANSCRIPT WITH YOUR APPLICATION TO BE CONSIDERED

Number of Hours Completed

Number of Hours Currently Enrolled

Total Number of Hours

Undergraduate Program:

Freshman

Junior

Graduate Program:

Law:

1L

2L

3L

Sophomore

Senior

Are you applying for this internship to meet a requirement for your degree program? Yes No

If yes, please provide any necessary documentation from your school, such as evaluations or other forms, that will be required for the internship.

Which internship term are you applying for?: Spring Summer Fall

Section D: Location Preferences (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 of Work Preference 1

County of Work Preference 2

County of Work Preference 3

If a returning intern, would you be interested in returning to your previous assignment? Yes No

Will summer housing be needed? Yes No

Section E: Work Statement

Please explain why you would like to intern with the West Virginia Departments of Health, Health Facilities, or Human Services?

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. If this internship is required for completion of your degree program please describe your expected learning outcomes to fulfill this requirement.

Section G: Employment History, Volunteer Experience and Extracurriculars

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:

Affirmation Statement

By signing this application, I certify that all information is correct, and complete. I 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 have reviewed my internship application and have attached all necessary additional documentation.

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