

## HIRE VETS NOW Fellowship Program INTERN APPLICATION

Internship opportunities with employers certified through the Virginia Department of Veterans Services (VDVS) Virginia Values Veterans (V3) program are now available to transitioning Service Members while still on active duty. Applicants meeting eligibility criteria, with command approval, may participate up to 180 days prior to separation.

The HIRE VETS NOW Fellowship Program will guide applicants through the process of networking, initial introduction, and application with employers offering high demand career internship opportunities, with a high probability of post-service employment.

Internships available through the HIRE VETS NOW Fellowship Program operate under CNRMA SkillBridge approval, and in accordance with eligibility criteria outlined in the DODI 1322.29.

### Active Duty Applicant Requirements

\_\_\_\_\_ Hold a valid driver's license and have adequate transportation to ensure attendance as scheduled.

\_\_\_\_\_ Have or will complete T-GPS 5-day workshop.

\_\_\_\_\_ Will be within 180 days from separation (EAOS/EAS) when training commences, and have sufficient time left in service to complete the internship prior to separation.

\_\_\_\_\_ Meet all requirements IAW DoDI 1322.29 and individual Service branch instructions.

\_\_\_\_\_ I understand that I am not eligible to participate in the HIRE VETS NOW Fellowship if I am currently involved in any disciplinary actions.

\*\*Navy must comply with additional eligibility criteria outlined in NAVADMIN 222/15.

### Internship Information

EMPLOYER: \_\_\_\_\_

INTERNSHIP DURATION (IN WEEKS): \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

POINT OF CONTACT (POC) NAME: \_\_\_\_\_

POC PHONE NUMBER / EMAIL: \_\_\_\_\_

EMPLOYER SIGNATURE or INTERNSHIP OFFER LETTER \_\_\_\_\_

\*The Department of Defense and Service branches do not endorse any company, sponsor or their products or services.

**Submit completed applications to:**  
[hvnfellowship@dvs.virginia.gov](mailto:hvnfellowship@dvs.virginia.gov)

# HIRE VETS NOW Fellowship Program INTERN APPLICATION

## Active Duty Applicant Information

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RANK	LAST NAME	FIRST NAME	MIDDLE NAME
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COMMAND	SEPARATION DATE (EAOS)
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HOME PHONE	WORK PHONE	E-MAIL ADDRESS
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## Command Authorization **(REQUIRED)**

The First Field Grade Commander/Commanding Officer's signature below acknowledges the applicant has met the instructional requirements and is authorized to participate in the internship opportunity outlined on this application. **Participants must be sent to training on no-cost TAD orders and not be assigned duties while enrolled.**

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CO RANK	CO NAME	CO TELEPHONE
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DATE	CO SIGNATURE	CO E-MAIL
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## HIRE VETS NOW Fellowship Program APPLICANT AGREEMENT

All applicants must read and initial the following statements indicating they fully understand the restrictions and policies governing the screening process for the HIRE VETS NOW Fellowship Program. Applicants failing to meet the requirements will not be considered for acceptance.

\_\_\_\_\_ I understand my participation in the SkillBridge HIRE VETS NOW Fellowship does not carry  
\_\_\_\_\_ obligatory military service.

\_\_\_\_\_ I understand enrollment represents a commitment to attend. Withdrawal from the program may  
\_\_\_\_\_ only be justified by an emergency. An "officially written" explanation of withdrawal on command  
letterhead must be endorsed and provided by my Commanding Officer. The internship will be my  
appointed place of duty and failure to participate in training as scheduled may result in a charge  
of unauthorized absence. Unexcused absences will be reported directly to my command. Official  
documentation may be required.

\_\_\_\_\_ I will provide my own transportation.

\_\_\_\_\_ I acknowledge I am in good physical condition.

\_\_\_\_\_ I confirm I will be within 180 days from separation (EAOS) when the internship commences, and  
\_\_\_\_\_ will have sufficient time left in service to complete the internship prior to separation.

\_\_\_\_\_ I will not be excused for personal business during normal training hours. All personal business  
\_\_\_\_\_ must be completed before or after class. Command will be notified of any unexcused absences.

\_\_\_\_\_ I am fully aware of screening process and have met the screening requirements mandated for  
\_\_\_\_\_ consideration and acceptance in this program.

\_\_\_\_\_ I understand questions about the employer or internship should be directed to Alfredo Torres,  
\_\_\_\_\_ the HIRE VETS NOW Fellowship Program Coordinator.

\_\_\_\_\_ I understand that I am not eligible to participate in the HIRE VETS NOW Fellowship if I am  
\_\_\_\_\_ currently involved in any disciplinary actions.

\_\_\_\_\_ I understand questions about Navy SkillBridge Program eligibility criteria and associated policy  
\_\_\_\_\_ should be directed to Amanda Slosson (757.444.5945 / amanda.  
slosson@navy.mil), Regional Transition Assistance Program /SkillBridge Coordinator.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SERVICE MEMBER'S SIGNATURE

\_\_\_\_\_  
DIGITAL SIGNATURE ACCEPTED

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

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