

HIGH SCHOOL INTERNSHIP PROGRAM

Spring 2027

*Launch Your Career
While Still in High School!*

Are you a motivated student looking to gain real-world experience and develop professional skills? Apply for our Spring 2027 High School Internship Program and explore exciting career opportunities in a professional work environment.



INTERNSHIP OPPORTUNITIES:



ACCOUNTING



INFORMATION
TECHNOLOGY (IT)



ESTIMATING



MINIMUM QUALIFICATIONS:

- ✓ Open to Juniors and Seniors
- ✓ Minimum 3.0 GPA
- ✓ Must be eligible to work in the United States
- ✓ Must be able to pass a drug screening
- ✓ Must have flexible availability/hours
- ✓ Strong work ethic and willingness to learn
- ✓ Two letters of recommendation from non-family members



WHAT YOU'LL GAIN:

- \$ Paid Internship
- ⚙️ Hands-on industry experience
- 👥 Professional Mentorship
- 👤 Workplace and Leadership skills
- 🗺️ Career exploration opportunities
- 🎓 Valuable experience for college and future employment

F.A. WILHELM
CONSTRUCTION

FAWILHELM.COM
3914 PROSPECT ST.
INDIANAPOLIS, IN 46203
317.359.5411



F.A. WILHELM
CONSTRUCTION

APPLY ONLINE HERE

<https://www.fawilhelm.com/high-school-internship/>

**BUILDING
WHAT
MATTERS.**

FAW High School Internship Application

Full Legal Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Email Address: _____

EDUCATIONAL INFORMATION

Name of High School: _____

Current Grade Level (select one): ☐ 9th Grade ☐ 10th Grade ☐ 11th Grade ☐ 12th Grade

Anticipated Graduation Year: _____ Current Cumulative GPA: _____ (Please indicate grading scale, e.g., 4.0 scale)

Are you currently enrolled in any coursework related to business, technology, or construction? ☐ Yes ☐ No

If yes, please list the courses: _____

STATEMENT OF INTEREST

Please explain your interest in the construction industry and your reason for applying to this internship program:

Please describe your interest in the office or administrative aspects of construction (e.g., project coordination, estimating, accounting, BIM (Building Information Modeling), drone pilot, scheduling, compliance, or general office operations):

SKILLS AND EXPERIENCE

Please indicate any skills or tools with which you are familiar (check all that apply):

☐ Microsoft Word ☐ Microsoft Excel ☐ Google Workspace (Docs, Sheets, etc.) ☐ General Office Organization and Filing

☐ Data Entry ☐ Customer or Client Interaction ☐ Other (please specify): _____

Please list any prior employment, volunteer activities, internships, or relevant school involvement: _____

AVAILABILITY

Internship scheduling will comply with all applicable federal and Indiana child labor laws, including restrictions related to school attendance, hours of work, and permitted duties. Preferred Internship Start Date: _____ Preferred Internship End Date: _____

Days Available (check all that apply): ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Estimated Number of Hours Available per Week: _____

LEGAL & COMPLIANCE ACKNOWLEDGMENTS

Please review and acknowledge the following:

I understand that this internship is limited to office and administrative duties and will not include hazardous or prohibited activities under federal or Indiana child labor laws.

I acknowledge that my participation is subject to age-related work restrictions, including limits on hours and tasks, as required by law.

I understand that employment, if offered, is contingent upon completion of any required employment or age certificates under Indiana law.

I understand that participation in this internship does not guarantee future employment. ☐ Initials: _____

REFERENCE/RECOMMENDATIONS INFORMATION

Please provide two academic or professional references (teachers, coaches, school counselors, or employers).

Name: _____ Name: _____

Relationship to Applicant: _____ Relationship to Applicant: _____

Contact Information (Phone or Email): _____ Contact Information (Phone or Email): _____

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification or termination of the internship. I further acknowledge that all internship activities will comply with applicable federal and Indiana labor laws.

Applicant Signature: _____ Date: _____

Parent / Guardian Consent (Required for Applicants Under 18)

I consent to my child's participation in this internship program and acknowledge that the internship will comply with all applicable federal and Indiana child labor laws.

Parent/Guardian Name: _____ Signature: _____

Date: _____ Phone Number: _____