

PADE – EMPLOYER INTEREST & COMMITMENT FORM

1 EMPLOYER INFORMATION

ORGANIZATION	INDUSTRY / SECTOR		
PRIMARY CONTACT (NAME)	TITLE / ROLE		
EMAIL ADDRESS	PHONE NUMBER		
STREET ADDRESS	CITY	STATE	ZIP CODE

2 WHICH BEST DESCRIBES YOUR INTEREST TODAY?

☐ READY TO HOST Interested in hosting a PADE Intern	☐ INTERVIEW ONLY Want to interview PADE candidates	☐ EXPLORING Want to learn more before deciding on hosting or interviewing.
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ABOUT HOW MANY INTERNS COULD YOU HOST? ☐ 1 ☐ 2–3 ☐ 4–5 ☐ 6+

3 WHAT ENTRY-LEVEL DIGITAL LITERACY ROLES COULD YOU OFFER?

(check all that apply)

☐ Data Entry & Records Management	☐ Database & Spreadsheet Updates	☐ Customer Service & Client Communications	☐ General Office Computer Support
☐ Social Media & Digital Marketing Support	☐ Internet Research & Basic Bookkeeping	☐ Office Technology & Media Support	☐ Virtual Meeting Support (Zoom, Teams, etc.)
☐ Email & Calendar Management	☐ Technology Inventory Tracking	☐ Website / Social Media Support	☐ File & Document Management
☐ Other (specify): _____			

4 PREFERRED FOLLOW-UP METHOD

☐ Email ☐ Phone Call ☐ In-Person Office Visit

5 COMMITMENT & SIGNATURE

HIRING INTEREST — Would you be willing to interview participants for part-time or full-time entry-level roles?

Yes ☐ Possibly ☐ No

SIGNATURE: _____ **DATE:** _____

Thank you for joining us today!

Hand this form to a PADE team member before you leave.