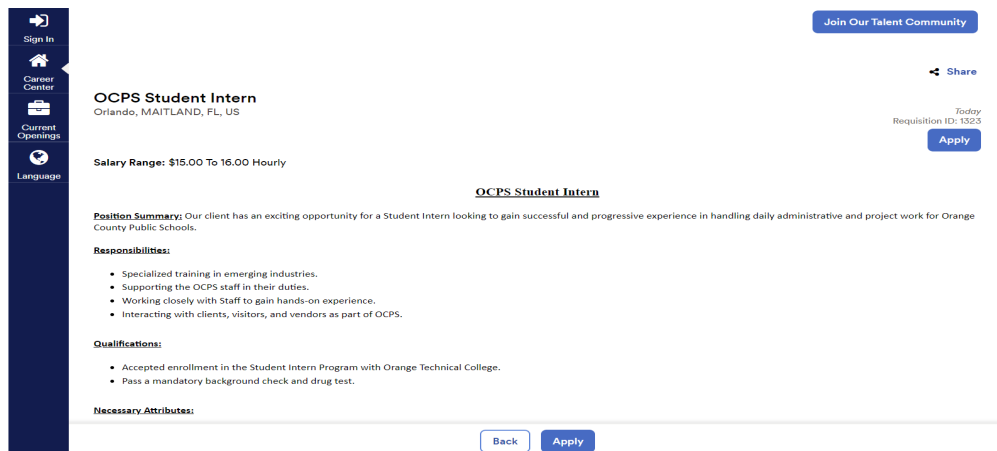


How To Start Your Onboarding for You OCPS Internship

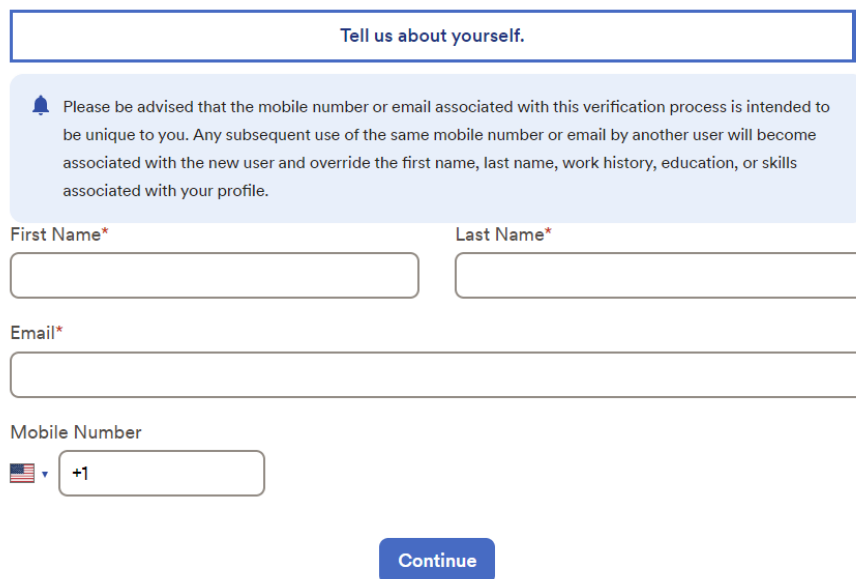
As your internship with OCPS is a paid internship, you will need to complete your onboarding paperwork. We will meet with you on June 5th, 2023 to go through and complete most of the work, but we will need you to apply ahead of time. Please follow the below steps before you arrive on 6/5/2023.

1. Apply using our link to the OCPS Intern job posting: tinyurl.com/OCPSintern



The screenshot shows a job posting for "OCPS Student Intern" in Orlando, MAITLAND, FL, US. The salary range is \$15.00 To 16.00 Hourly. The position summary states that the client has an exciting opportunity for a Student Intern looking to gain successful and progressive experience in handling daily administrative and project work for Orange County Public Schools. The responsibilities include specialized training in emerging industries, supporting OCPS staff, working closely with staff to gain hands-on experience, and interacting with clients, visitors, and vendors as part of OCPS. The qualifications include accepted enrollment in the Student Intern Program with Orange Technical College and passing a mandatory background check and drug test. The necessary attributes are not listed. The page includes a sidebar with links for Sign In, Career Center, Current Openings, and Language. There are buttons for "Join Our Talent Community", "Share", "Apply", "Back", and "Apply".

2. Click “Apply” and fill out your personal details.



The screenshot shows a form titled "Tell us about yourself." with a notification bubble stating: "Please be advised that the mobile number or email associated with this verification process is intended to be unique to you. Any subsequent use of the same mobile number or email by another user will become associated with the new user and override the first name, last name, work history, education, or skills associated with your profile." The form includes input fields for First Name*, Last Name*, Email*, and Mobile Number. The Mobile Number field has a dropdown menu for the country code, currently set to +1. A "Continue" button is at the bottom.

3. You will be asked to verify your phone number with a code.
4. After, you will continue by entering your name, phone, and address.

The screenshot shows the 'Applying for OCPS Student Intern' form. The top navigation bar has four tabs: 'Personal Information' (active), 'Resume', 'Questions', and 'Review & Submit'. Below the tabs, there is a blue box with a bell icon and a checkmark icon, containing the text 'Check if we have correct information about your profile.' Below this, the 'Personal Information' section is titled. It contains a blue box with a bell icon and text: 'Please be advised that the mobile number or email associated with this verification process is intended to be unique to you. Any subsequent use of the same mobile number or email by another user will become associated with the new user and override the first name, last name, work history, education, or skills associated with your profile.' Below this, there are three input fields: 'First Name is required *', 'Middle Name', and 'Last Name is required *'. The 'First Name' and 'Last Name' fields have red borders, while the 'Middle Name' field has a grey border.

5. Next, you will need to upload your resume. Click “Upload Resume” and find the file on your computer.

The screenshot shows the 'Resume' section of the form. It has a title 'Resume' and a question 'How would you like to provide the candidate's resume?'. Below the question are two radio buttons: 'UPLOAD FILE' (selected) and 'ENTER PROFESSIONAL DETAILS'. Below the radio buttons is a dashed box with the text 'Required'. Inside the dashed box, it says 'Drag and drop file or' followed by a blue link 'Upload resume'. Below the dashed box, it says '.doc, .docx, or .pdf formats not exceeding 5 MB.'

6. Keep going through the few remaining pages until you get to the WOTC Questionnaire.

WOTC Questionnaire

The screenshot shows the 'WOTC Questionnaire' form. At the top, there is a green box with an information icon and text: 'Sunshine Enterprise USA LLC participates in federal and/or state tax credit programs. The information you give will be used to determine the company's eligibility for these programs and will in no way negatively impact any hiring, retention or promotion decisions. [Learn More](#)'. Below this, there are four input fields: 'First Name *' (containing 'TEST'), 'Last Name *' (containing 'TEST'), 'Street Address *', and 'Zip Code *'. Below these is a 'Social Security Number *' field. To the right of the 'Social Security Number' field is a link 'Why we need this'. Below the 'Social Security Number' field, there are two questions with 'YES' and 'NO' buttons: 'Are you under age 40? *' and 'Have you previously worked for Sunshine Enterprise USA LLC? *'. Below these questions is a link 'Please select your answers to the following questions. *' and a blue button 'MAKE SELECTIONS'.

7. You will need to fill out the top boxes and answer yes or no to a variety of tax questions (more will pop up when you click “Make Selections”). If you don’t know your answer to one of the tax questions, click no.

PLEASE ANSWER THE FOLLOWING
Not Sure? Select YES and we will verify for you.

Have you served in the U. S. Military? *

YES NO NOT SURE

Have you or someone in your household received or stopped receiving TANF (Welfare), child care, housing, or transportation assistance in the past 2 years? *

YES NO NOT SURE

Have you received SSI (Supplemental Security Income) benefits in the last 90 days? *

YES NO NOT SURE

Have you received vocational rehabilitation services? *

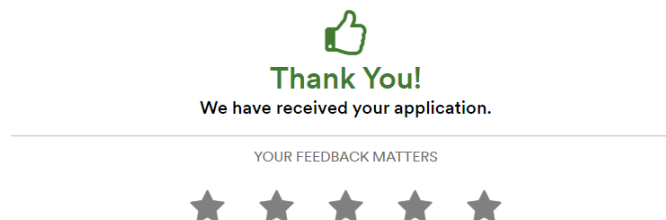
YES NO NOT SURE

Have you been unemployed for at least 27 weeks in a row, during which you received some unemployment compensation? *

YES NO NOT SURE

8. You won't be able to continue until you have answered all the questions yes or no. We do apologize about the automatic scroll on this page, we are investigating it.

9. Submit your application. When you see the 5 stars and the thumbs up, you have finished the application!



10. DON'T FORGET! You must bring a few things to the onboarding event on 6/5/2023. You will need to bring the following:

1. Two Forms of ID:

- Driver's License/ID Card
- Social Security Card
- Birth Certificate
- Passport
- Work Authorization

2. Bank Details for Direct Deposit

- Bank Name
- Routing number
- Account Number