

Select a potential intern


You must have Adobe Acrobat Reader installed on your machine to view and print the required forms

If you do not already have it installed you can download it from <http://get.adobe.com/reader/>

When you have selected a potential intern (pending Department of Social Protection checking their eligibility) you must do the following:

- Click on Information for Organisations
- Click on Manage an Internship
- Click here to Logon
- Logon using your username and password
- Locate the internship from the list displayed and click on **Manage intern**
- Enter username and password
- Download and complete a **Standard Agreement**
 - The Standard Agreement must be signed by both organisation and jobseeker.
 - Original must be kept on file and a copy given to the potential intern.
- Click on **Add Intern** and input:
 - PPS number, Full Name, Date of Birth and Email and/or Mobile Number
 - Intended start

The potential intern will now appear on the list of participants

- Download the **Eligibility Form**  and give to the potential intern to take to their local Social Welfare office to have their eligibility for the scheme confirmed.

Commencement on the internship is dependant on Department of Social Protection confirming the individual's eligibility.

Once eligibility is confirmed, the Social Welfare office returns (for eligible clients only) the completed form to JobBridge for processing.

When the jobseeker's eligibility has been confirmed, the organisation will receive an email notifying them that the individual can commence the internship.

- The organisation must contact the intern and arrange start date, etc.