** 2020 Summer Internship Application**

 **Applicant #\_\_\_\_\_\_\_\_\_\_\_**

**DIRECTIONS:** Fully complete each part of the following application. **PART I** should be returned to your high school coordinator(s). **Part 2** and **Part 3** should be sent via email to lemonse@scsdoh.org using the email you wish to receive program information. All application parts need to be submitted by **Friday, January 10, 2020**. Applications received after this date will not be considered.

**PART 1 🡪 PERSONAL INFORMATION:**

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| **APPLICANT INFORMATION:**  |
| Last Name | First Name | DOB |
| Street Address |
| City | State | Zip |
| Phone | Cell Phone |
| Email Address |
| High School Grade |

**WORK CERTIFICATIONS AND TRAINING CLASSES:**

Mark all certifications that you hold or training classes that you have taken.

[ ] OSHA – 10 [ ] Customer Service

[ ] Junior Achievement [ ] WorkKeys with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certification

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNSHIP AVAILABILITY:**

Internship time periods will vary depending upon placement. For the possibility of better placement, please mark **ALL** that apply.

[ ] I am interested in a full-time (40 hour/week) summer internship.

[ ] I am interested in a part-time (20 hour/week) summer internship.

[ ] I have transportation for a summer internship.

[ ] I do not have transportation for a summer internship

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| **DISCLAIMER AND SIGNATURE:** |
| I certify that my answers on this application are true and completed to the best of my knowledge. If I receive an internship placement, I understand that false and misleading information in this application may result in my release. |
| Signature: | Date: |

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**Applicant # \_\_\_\_\_\_\_\_\_\_**

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| **SKILLS AND ACTIVITIES:** |
| Check ALL that apply: Fluent in a foreign language; if so, which one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Microsoft Office/Google Suite software (Word, EXCEL, Powerpoint) Additional Computer Programing (i.e., Publisher, Adobe Suite) Movie/Video Software (i.e., iMovie) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Explain which **one** school-sponsored activity or club experience that has been the most meaningful and how it has impacted your goals: |
| Explain which **one** non-school-sponsored activity or volunteer experience that has been the most meaningful and how it has impacted your goals: |

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| **WORK or VOLUNTEER EXPERIENCE:** *(use most recent or longest duration)* |
| Name of company/organization: Date From: To: |
| Description of your job responsibilities: |
| Supervisor name:  |

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| **PROFESSIONAL REFERENCES:** *(you may list supervisors, teachers, counselors or others, but do not include family members or personal friends):*  |
| Name | Relationship **and** contact info (email and/or phone number) |
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**Reminder:** *Part 2 and Part 3 should be submitted via email to* lemonse@scsdoh.org. *Part 1 should be given to your high school coordinator(s). All application parts are due no later than* **Friday, January 10, 2020***.*

**PART 2 🡪 REQUIRED STATEMENT OF INTEREST:**

Attach a typed or neatly written statement of interest to your application form discussing:

* What you would like to gain through an internship?
* What type of summer internship would best support your career goals? Please explain your choice.

Your statement should be thorough and should be between one-half and one page in length.

Your statement of interest will be scored on a “blind” basis, meaning that readers will not know who you are by name and what high school you attend. Within your statement of interest, please do not refer to such items that would be identifiable.

You are encouraged to seek assistance from your English or other teacher(s) to review your application and written statement before you submit it.

**PART 3 🡪 DRAFT RESUME:**

Before the internship interviewing process, you will need to have a resume. With this application, we are asking that you submit a draft resume. This submission will not be scored, but will be used by the internship committee to plan future activities to help you improve upon your resume.