



Inner City Youth Internship Program
With Urban Education Partnership
www.urbanedpartnership.org

P. O. Box 71686
Los Angeles, CA 90071

Lisa Baker: l.baker@mpglaw.com (213) 629-7730
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JOB APPLICATION FORM for Summer 2009

THE INTERNSHIPS REQUIRE A SUBSTANTIAL TIME COMMITMENT FROM THE INTERNS. INTERNS WORK 200 HOURS, USUALLY OVER AN EIGHT WEEK PERIOD, AVERAGING 25 HOURS A WEEK. INTERNSHIPS BEGIN THE FIRST WEEK OF JULY. WHERE NECESSARY AN INTERN AND HOST SITE CAN MODIFY THIS SCHEDULE.

APPLICANTS TO THE PROGRAM FROM INLAND EMPIRE SCHOOLS WILL MEET ONCE WITH COMMITTEE MEMBERS ON _____.

NAME: _____ DATE: _____
LAST FIRST MIDDLE MONTH/DATE/YEAR

ADDRESS: _____
APT NO.

TELEPHONE: () -
CITY STATE ZIP CODE AREA CODE

BIRTHDAY: _____
MONTH /DATE/ YEAR

JUNIOR
 SENIOR CURRENT SCHOOL: _____

PRESENT ACADEMIC LEVEL NAME/CITY
YOU MUST CURRENTLY BE A JUNIOR OR SENIOR TO BE ELIGIBLE FOR THE PROGRAM.

GPA: _____ SCHOOL COUNSELOR: _____
GRADE POINT AVERAGE NAME
YOU MUST HAVE AT LEAST A 2.5 GPA TO BE ELIGIBLE FOR THE PROGRAM.

DO YOU ATTEND A YEAR-ROUND SCHOOL? IF YES, PLEASE INDICATE TRACK:

DO YOU PLAN TO ATTEND SUMMER SCHOOL? IF SO, HOW MANY HOURS A DAY.

WHAT OTHER JOBS DO YOU PLAN TO WORK THIS SUMMER AND FOR HOW MANY HOURS?

PLEASE LIST ANY EXTRACURRICULAR ACTIVITIES IN WHICH YOU PARTICIPATE, SCHOOL ACTIVITIES, CHURCH GROUPS, VOLUNTEER ORGANIZATIONS, ETC.:

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IF NECESSARY, PLEASE DESCRIBE WHAT TYPE(S) OF REASONABLE ACCOMMODATIONS IS(ARE) NEEDED:

DO YOU HAVE THE LEGAL RIGHT TO WORK AND BE EMPLOYED IN THE UNITED STATES?

YES **NO**

PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN THE U.S. IS A CONDITION OF EMPLOYMENT.

CAN YOU OBTAIN A WORK PERMIT FROM YOUR SCHOOL? **YES** **NO**

PROOF OF AGE AND WORK PERMIT WILL BE REQUIRED BEFORE HIRING.

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION?

YES **NO** IF YES, PLEASE EXPLAIN:

A CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE WILL BE CONSIDERED ON ITS MERITS.

WHAT METHOD OF TRANSPORTATION WILL YOU USE TO GET TO WORK?

CARPOOL, BUS, METRORAIL, ETC.

HAVE YOU BEEN PREVIOUSLY EMPLOYED? IF YES, PLEASE COMPLETE BELOW:

VOLUNTEER POSITIONS CAN BE INCLUDED.

EMPLOYER:

EMPLOYER'S ADDRESS:

POSITION HELD:

DATE OF EMPLOYMENT:

EMPLOYER:

EMPLOYER'S ADDRESS:

POSITION HELD:

DATE OF EMPLOYMENT:

DATE AVAILABLE TO WORK:

FINAL DATE TO WORK:

SIGNATURE OF APPLICANT:

DATE:

SIGNED ON

Authorization:

I HEREBY ALLOW FOR THE RELEASE OF ANY OF THE INFORMATION IN THIS APPLICATION INCLUDING WHAT IS CONTAINED IN THE REFERENCE LETTER AND BIOGRAPHICAL ESSAY TO EMPLOYERS AND POTENTIAL EMPLOYERS OF THE INTERN AND TO ANY DONORS OR POTENTIAL DONORS TO THE PROGRAM.

SIGNATURE OF APPLICANT:

DATE:

SIGNATURE OF APPLICANT'S PARENT:

DATE:



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Dear Student Applicant:

Please write a 200-word essay describing why you would like to be employed as an intern with the SCALL Inner City Youth Internship Program and submit it with your application.

Thank you

ESSAY FORM



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Dear Student Applicant:

Please obtain one letter of recommendation from any of your teachers, counselors or employers and submit them with your application.

Thank you

LETTER OF RECOMMENDATION



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Dear Student Applicant:

Please obtain your parents' permission and submit this form with your application.

Thank you

PARENTS' CONSENT FORM

In order for your child to become an intern with the Inner City Youth Internship Program of the Southern California Association of Law Libraries, we must receive your written consent. Please read and sign this form. If you have any questions or concerns, contact Maria Garcia at (213) 243-2532 or Mary Howard at (213) 620-7758.

I give my permission for _____ to become an intern with the Inner City Youth Internship Program.

I understand that my child:

- will participate in an orientation and training program before possible employment.
- may be hired by a host site for summer time employment.
- will be expected to abide by the guidelines and rules stated by the host site supervisor if employed.

I also understand that, if my child fails to comply with the Program's guidelines concerning employment (as outlined during the orientation and training programs) his/her participation in the Program will be reevaluated. This could lead to suspension from the Program.

Signature: _____

Date: _____

Relationship to the Intern: _____

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Job Qualifications

No prior library experience is required.

In order to apply for a position with the SCALL Inner City Youth Internship Program, a student should:

- 1) be currently enrolled in either the eleventh or twelfth grade
- 2) have a 2.5 or above grade point average
- 3) speak fluent English
- 4) be educated in grammar, spelling, arithmetic and have good reading ability
- 5) have word processing skill
- 6) live in the inner city or similar economic environment

Job Description

Interns placed at libraries may be assigned any of the following duties:

- 1) Maintain library materials by shelving, shifting, and shelf-reading
- 2) File library materials such as: loose-leaf pages, pocket parts, supplements, periodicals, microfiche or correspondence
- 3) Process and route library materials and sort and deliver mail
- 4) Operate photocopiers, facsimile machines, computers or switchboard
- 5) Perform receptionist duties
- 6) Help with inventories
- 7) Check-in periodicals received

Not all of our interns work at libraries and duties may vary according to the employer.

In order to perform these tasks, the intern may learn various:

- 1) legal citations
- 2) library classification systems
- 3) library databases

The positions help the students to develop:

- 1) a sense of responsibility and community
- 2) good working habits
- 3) the ability to prioritize daily activities
- 4) library skills
- 5) clerical skills