

PROJECT PULL

Internship program

2017 SUMMER INTERNSHIP APPLICATION

Project Pull Summer Internship Program

City and County of San Francisco

525 Golden Gate Avenue, 9th Floor

San Francisco, CA 94102

E: sfprojectpull1996@gmail.com

W: www.sfgov.org/projectpull



PROJECT PULL

What is Project Pull:

Project Pull is a paid summer internship program for high school juniors, seniors and incoming college freshman, sponsored by the City & County of San Francisco. Project Pull is a multipart internship program, which provides a mixture of educational, challenging and fun opportunities both inside and outside the workplace. Paired with City employees serving as mentors, interns are provided with the opportunity to gain insight on careers in the public sector by performing projects and tasks in a professional work environment.

Who is eligible for the program:

- Resident of San Francisco or attend school in San Francisco
- Students entering junior, senior year in high school or incoming college freshman (Age: 15 - 19)
- Students with a 2.75 GPA from last completed semester - Fall 2016
- Able to commit to twenty (20) hours a week for eight (8) weeks during the summer session (Early June through early August)

Application Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Section 1: Personal Information <ul style="list-style-type: none">• Current Picture ID (Copy) Choose one:<ul style="list-style-type: none">⇒ Current CA Drivers License or ID Card⇒ Current School ID Card with Picture• Proof of Age (Copy) Choose one:<ul style="list-style-type: none">⇒ Birth Certificate⇒ Current CA Drivers License or ID Card⇒ Current Permanent Resident Card⇒ Current U.S. Passport⇒ Military Dependent ID Card | <input type="checkbox"/> Section 3: Demographic Information |
| <input type="checkbox"/> Section 2: School Information <ul style="list-style-type: none">• Unofficial High School (Transcript Reflecting courses through Fall 2016) | <input type="checkbox"/> Section 4: Work/Volunteer Experience <ul style="list-style-type: none">• Resume (If applicable) |
| | <input type="checkbox"/> Section 5: Office Skills |
| | <input type="checkbox"/> Section 6: Field Interest |
| | <input type="checkbox"/> Section 7: Teacher Recommendation |
| | <input type="checkbox"/> Section 8: Typed Essay |
| | <input type="checkbox"/> Section 9: Consent/Commitment Signatures |
| | <input type="checkbox"/> Section 10: Emergency Information |

Submission Instruction:

- Application must be typed or written in blue or black ink. Must be legible.
- Deadline for application is: **Tuesday, 28 February 2017**
- Fax or hand delivered applications WILL NOT be accepted. Application must be MAILED IN. NO EXCEPTIONS!
- Mail application to: **Project Pull Summer Internship Program**
525 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102
Attn.: Project Pull Director

SECTION 1: PERSONAL INFORMATION

First name:

Middle name:

Last name:

Date of birth:

Gender:

 Female Male Other

Home street address:

City:

Zip code:

Cell number:

Home number:

Personal Email Address:

Attach copy of current picture identification and proof of age

SECTION 2: SCHOOL INFORMATION

High school during August 2016 – May/June 2017:

Grade level during August 2016 – May/June 2017: 10th 11th 12th

Attach UNOFFICIAL high school transcript reflecting courses through Fall 2016

College Name for 2017 – 2018 (For graduating high school senior):

 Accepted Pending Undecided**SECTION 3: DEMOGRAPHIC INFORMATION (RESPONSES WILL NOT AFFECT ELIGIBILITY)****Ethnicity/Race – Please check all that applies and specify:** African American Hispanic/Latino Asian Middle Eastern Black Native American Caucasian Pacific Islander Other (Not listed, please specify):

SECTION 4: WORK/VOLUNTEER EXPERIENCE (RESUME REQUIRED – IF APPLICABLE)

Have you applied to Project Pull in the past?

- Yes and accepted, what year(s)
- Yes, but waitlisted/not accepted, what year(s)
- No

Have you participated in any of the following youth employment programs in the past?

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Access SFUSD: The ARC | <input type="checkbox"/> SSIP | <input type="checkbox"/> YOUTH SPOUTS |
| <input type="checkbox"/> CAL MARITIME ACADEMY – SAEP | <input type="checkbox"/> SWEP | <input type="checkbox"/> YOUTHWORKS |
| <input type="checkbox"/> CTE | <input type="checkbox"/> WORKABILITY | <input type="checkbox"/> OTHER YOUTH PROGRAM |
| <input type="checkbox"/> MYEEP | | |

Have you held any other jobs or volunteered in the past? Yes No

If yes to any of the above, resume is REQUIRED.

SECTION 5: OFFICE SKILLS

Please check all that applies:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Excel: | <input type="checkbox"/> Word | <input type="checkbox"/> Fax Machine |
| <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | <input type="checkbox"/> Copier/Printer | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> PowerPoint | | |

SECTION 6: FIELD INTEREST

Please check only three (3):

- | | |
|--|---|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Inventory Management |
| <input type="checkbox"/> Administration/Clerical | <input type="checkbox"/> IT/Programming |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Library Services/Record Management |
| <input type="checkbox"/> Communications/Public Relations | <input type="checkbox"/> Science: Biological/Environmental |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Other (please specify): |

SECTION 7: TEACHER/COUNSELOR RECOMMENDATION

Please submit one (1) letter of recommendation from a current teacher or counselor from your school who knows you well enough to describe your skills, abilities and capacity to participate in Project Pull. Please attach signed letter of recommendation to application. Only one (1) letter of recommendation is required.

SECTION 8: ESSAY (1 PAGE REQUIRED)

Choose one (1) of the three (3) prompts listed below and type a 350 – 500 word essay:

1. What is the one thing that you think sets you apart from other candidates applying to the Project Pull Program?
2. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time. Also, describe briefly your community service experience.
3. Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.

Your essay must be double-spaced and conform to the same writing standards expected of you at school (e.g. well written, correct grammar, no spelling mistakes, etc.). Please attach typed essay to application.

SECTION 9: CONSENT & COMMITMENT SIGNATURES

Youth Applicant Consent & Commitment:

If accepted in the program, you are expected to fully participate in ALL program activities and be personally responsible for your attendance, attitude and performance at worksite and at enrichments.

Please sign below to indicate your commitment and acceptance to the following:

- Actively participate in the program and all of its associated activities for the entire 2017 summer session — early June through early August.
- Agree to take responsibility for transportation to and from worksites and enrichments.
- Attend work regularly and be responsible for scheduling and notification.
- Behave according to the standards of appropriate behavior set forth by Project Pull and assigned worksites.
- Complete all assignments and projects assigned by worksite mentor, Project Pull Team Leader or other authorized staff and ask for help when needed.
- Consent to take pictures/videos for documentation of program activities and may be used in brochures, newsletter and/or other program materials.
- Dress in a professional attire.
- Fully participate in Project Pull Community Services activities.
- Fully participate in the Project Pull Annual Design Competition which includes working in a group to plan project topics and build model at own time.

Applicant's Name (Please print or type):

Applicant's Signature:

Date:

Parent/Guardian (If applicant is under 18):

Your daughter/son is applying to participate in Project Pull, a summer internship program that will provide them with the opportunity to gain insight in the public sector by performing projects and tasks in a professional work environment. If accepted into the program, participants in Project Pull will be ask to follow all of the standards expected of a responsible worker.

Please sign below to indicate acceptance of the following — 2017 Project Pull Summer Internship:

- Consent for daughter/son to participate in Project Pull a paid internship, with the understanding that any intern may be reassigned or terminated base on work performance, attendance, interest or other factors.
- Consent to take pictures/videos of daughter/son for documentation of program activities.
- Understand that interns are committing to maintaining a regular work schedule and prioritizing attendance at work and enrichment activities.

Parent/Guardian's Name (Please print or type):

Parent/Guardian's Signature:

Date:

SECTION 10: EMERGENCY INFORMATION FORM (FOR ALL APPLICANTS)**Youth Applicant's Information:**

Name:

Address:

Cell Phone:

Home Phone:

Date of Birth:

Please list any special any medical concerns or conditions that Project Pull should be aware of:

Emergency contacts information:

Name:

Relationship to participant:

Contact Phone 1:

Contact Phone 2:

Name:

Relationship to participant:

Contact Phone 1:

Contact Phone 2:

Physician Pre-Designation:Can participant be taken to the nearest medical facility? Yes No

If no, please specify the facility to be taken to:

Name of Facility:

Address:

Phone:

Does participant have healthcare? Yes No

Name of Carrier:

Policy Number:

Primary Care Physician (If any):

In the event of a workplace injury, the following procedure will be followed:

- 1.If the injury is an emergency, Project Pull staff and/or mentors will call 911 or take the intern to the nearest emergency room. Project Pull staff or mentor will inform the doctor that the injury is work related.
- 2.If the injury is not an emergency, Project Pull staff and/or mentor will take the intern to either the Kaiser Occupational Health Clinic or to the doctor pre-designated above. Follow-up care will be handled by either the Kaiser Occupational Health Clinic or the pre-designated doctor.

KAISER OCCUPATIONAL HEALTH CLINICS:

For Injuries Occurring Before 5:00PM: 601 Van Ness Avenue · Mezzanine Level · 415.674.7000

For Injuries Occurring After 5:00PM: 350 St. Joseph's Street · Near Divisadero/Geary