

CAPA Community Education Fund Internship Application Instructions – 2017

Important Dates

Please keep in mind all deadlines and important dates. **WE WILL NOT ACCEPT INCOMPLETE APPLICATIONS AFTER THE DEADLINE.** Also, dates for interviews, orientation and other mandatory events are important and you must make yourself available on those dates. Please speak to the internship chair if a problem arises to prevent you from keeping any dates.

PLEASE DO NOT FORGET TO SAVE YOUR PDF FORM AFTER YOU COMPLETE IT. OTHERWISE, YOUR FORM WILL BE BLANK WHEN YOU PRINT IT.

Personal Profile

- Please complete all information as completely as possible.
- Parent/Guardian: Please fill out at least one parent or guardian who we can contact in case of emergency.
- How did you hear about us? Please check off all that apply. It helps us find out how you found out about our program.

Academic Information

- Please complete all information as completely as possible.

Extracurricular Activities

- Please list as completely as possible. We look for well-rounded students so we are interested in all activities which includes volunteer work, athletics, arts and music, academics, community activism, and any work experience and leadership positions you may have.

Statement of Purpose Essay

- Please keep the essay to 400 words and be concise in your statement of purpose.

Letters of Recommendation

- Please let your contacts know of the deadlines involved. Your **APPLICATION** is **NOT COMPLETE** unless we receive your two (2) letters. **Your letters must be submitted with your application.** Your letters must not come from family members or relatives. Letters must be signed and sealed in their own envelope.

Checklist

- This helps you and us determine if all components of your application is in order. Please use this for your reference prior to submitting to CAPA CEF.

Submission

- Please use a catalog envelope (9x12) to submit all your materials.
- Please **Mail** all your materials through USPS, please mail by certified mail so that it can be tracked. Mail completed application to P.O. Box 4314, Walnut Creek, CA 94596. **Please keep in mind that the postmark must be by the application deadline. Applications will not be accepted afterwards. Incomplete applications with missing parts or information will be rejected.**

Signature, Date and Application Fee

- Please don't forget to sign and date. Either type in your complete name or if you printed the application, please sign it. Please submit your check for **\$35.00** to “**CAPA Community Education Fund**” and note 2017 Internship Application Fee.

NOTE: Students interns must be able to travel to different locations/counties they are assigned to. Student Interns are responsible for their own transportation.

*If you have any questions on how to submit your application,
please contact us by email at internship@capacommunity.org or call 925-289-8683.*

REMINDER: Deadline is Monday, February 27, 2017.