



CAPA Community Education Fund Internship Application – 2017

Thank you for your interest in the CAPA Community Education Fund's Summer Internship Program.

Only completed applications will be reviewed by the Internship Committee.

Deadline: The application form must be submitted by mail to CAPA CEF by **Monday, February 27, 2017 at 11:59 pm.** (see more information on page 2)

You must make sure that you will be available on all dates listed below before applying:

- **Qualified Applicants Interview Day: Sunday, March 26, 2017**
- **Accepted Interns Orientation/Training Day: Saturday, April 15, 2017**
- **Summer Meetings/Training: Dates to be determined**
- **Intern Graduation: Sunday August 20, 2017**

Personal Profile

Student's Name _____ Female Male

Home Address _____ City _____ State: _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Date of Birth _____/_____/_____

Please print carefully; you will be contacted for an interview using the email provided.

Parent/Guardian 1: Name _____

Phone(home/cell/work) _____ Email _____

Parent/Guardian 2: Name _____

Phone(home/cell/work) _____ Email _____

Please print carefully. We may contact parent/guardian during student's internship.

How did you hear about us? (Check all that apply)

CAPA CEF website School counselor Chinese School Flyer Friend

Referred by _____ Other (be specific) _____

Academic Information

High school you currently attend _____

Current school grade: Sophomore Junior

GPA (cumulative un-weighted) _____ (weighted) _____

Extracurricular Activities

On a separate sheet, please list extracurricular activities in which you have participated. Please include the date(s) and hours you were involved and a brief description of the activity. Extracurricular activities include work (paid or volunteer) experience, community (volunteer) service, clubs and organizations (including offices held, if applicable), athletics, performing arts, and other activities. List your major talents.

Essay

Please write a "Statement of Purpose" essay (not to exceed 400 words) which (a) explains what you hope to learn from your internship experience, and how you would apply your experience after the internship, and (b) describes the skills and perspectives that you would apply to the office of an elected official.

Letter of Recommendation

Please provide a minimum of two (2) letters of recommendation, including one from academic professional (teacher, counselor/advisor, school administrator), and one from a non-academic leader (e.g. work supervisor, community service, or place of worship).

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

Application check list:

- Application form (filled out completely)
- Extracurricular activities (on a separate page)
- Statement of Purpose Essay (up to 400 words)
- 2 signed recommendation letters (sealed and included with your completed application and materials)
- Application fee of \$35.00 enclosed

Submission:

Mail to P.O. Box 4314, Walnut Creek, CA 94596, (***postmarked before deadline***)

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

To the best of my knowledge, the information I provided above is accurate.

Signature _____ Date _____

Submit your completed application via USPS mail by Monday, February 27, 2017.