



CAPA Community Education Fund Internship Application – 2019

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 **Thursday, February 28, 2019** 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 17, 2019
- Accepted Interns Orientation/Training Day: Sunday, April 28, 2019
- Summer Meetings/Training: Dates: To Be Determined
- Intern Graduation: Sunday August 11, 2019

Please print legibly. If eligible, you will be contacted for an interview using the email address provided.

Personal Profile

Name: _____ Female Male

Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Cell/Mobile Phone: (_____) _____

Email: _____ Date of Birth: ____/____/____

Status: U.S. Citizen U.S. Permanent Resident (Green Card) Neither

Parent/Guardian #1

Name: _____

Phone: (_____) _____ Email: _____

Parent/Guardian #2

Name: _____

Phone: (_____) _____ Email: _____

How did you hear about us? (Check that all 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 Level: Sophomore Junior

GPA (cumulative unweighted): _____ GPA (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 include a minimum of two (2) letters of recommendation, including one (1) from an academic professional (teacher, counselor/advisor, school administrator), and one (1) from a non-academic leader (e.g.: work supervisor, community service or a place of worship).

Reference #1

Name: _____

Relationship: _____

Email Address: _____

Reference #2

Name: _____

Relationship: _____

Email Address: _____

References are to email letters of recommendation to internship@capacommunity.org. Letters of recommendation must be received by deadline or your application will be ***incomplete and unacceptable***. Please let your references know the deadline and submission details.

IMPORTANT INFORMATION

Deposit upon admission to the Summer Internship Program

If you are selected as an intern, a \$200.00 deposit is required to reserve a place in the CAPA-CEF Intern Class of 2019. This deposit is not a fee. It will be refunded to each intern upon the successful completion of the internship program and graduation **OR** in the event CAPA-CEF is unable to arrange an internship placement for you.

Refunds will be issued via check to the applicant/participant and mailed to the address we have on record.

If an applicant/participant voluntarily withdraws from the CAPA-CEF internship at any time during the program (before completion and graduation), the deposit will be forfeited.

Time Commitment

CAPA-CEF Interns must be available during business hours normally Monday-Friday from 8am - 5pm. Note that each office will have their own schedules as needed. Your internship begins in early June (when school is out for summer break) through mid-August. ***IF A CAPA-CEF INTERN IS UNABLE TO MEET THESE TIME REQUIREMENTS, THEY WILL BE INELIGIBLE FOR THE PROGRAM.***

Transportation

Student 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 (submitted electronically to info@capacommunity.org)
- Application fee of \$55.00 enclosed. (*Early application fee of \$35.00 if submitted by February 15 by 11:59 pm*)

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 Thursday, February 28, 2019.