

CAPA Community Education Fund

Internship Application Instructions – 2020

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.

- **Qualified Applicants Interview Day: Sunday, March 15, 2020**
- **Accepted Interns Orientation/Training Day: Sunday, April 26, 2020**
- **Summer Meetings/Training: Dates: Sunday, July 12, 2020, Sunday, July 19, 2020, Sunday, July 26, 2020**
- **Intern Graduation Rehearsal: Friday August 7, 2020**
- **Intern Graduation: Sunday August 9, 2020**

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.***

INSTRUCTIONS

IF YOU FILL OUT THE APPLICATION FROM THE DOWNLOADED PDF, 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 include US Citizen or Permanent Resident status.

Academic Information

- Please complete all information as completely as possible.

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.

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 letters must be submitted separately by your references.** Your **APPLICATION is NOT COMPLETE** unless we receive your two (2) letters. Your letters ***must not come*** from family members or relatives. Letters must be submitted by email to: internship@capacommunity.org.

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

There are two options for submitting your completed application:

Option #1

- Submit your COMPLETED application (with all supporting documents*) through our online form. Files can be attached when you submit your application. You will then be taken to our payment page with instructions to pay your application fee either online or by check.

Option #2

- If you downloaded the application and filled it out, you can mail your COMPLETED application (with all supporting documents*) to us. Please remember that we must receive ALL materials by the deadline.
- 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 along with a check made out to CAPA Community Education Fund 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 or application fee 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 \$60.00 (or if submitted by the early bird deadline, \$40.00) to "CAPA Community Education Fund" and note "2020 Internship Application Fee."

Deposit upon admission to Internship Program (\$300)

If you are selected as an intern, a \$300.00 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.

Transportation

NOTE: Student 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 Saturday, February 29, 2020.