



Expanding Horizons Internships

2015 Part II - Instructions

Thank you for applying to Expanding Horizons Internships!

Please read the following information for instructions on completing Part II of the Expanding Horizons Internships application. Incomplete applications will automatically be disqualified. If you have questions, please contact Nina Abonal at nina@crf-usa.org or 213.316.2127

Program Information

CRF's Expanding Horizons Internships combine paid internships in exciting professional settings with 20 interactive seminars. The program provides the professional skill-building, community awareness, and educational preparation necessary for effective action in our democratic society. Interns will attend seminars held after school and some on Saturdays from March – June (*see attached calendar for dates*). Interns will begin work at the job site in the summer starting early June or early July. During the summer interns will attend seminars on Friday and some Saturdays during their job placement and a culmination activity. Interns will work Monday - Thursday for 7 hours a day and Friday for 5 hours a day.

Application Checklist

- Part II form
- Parent/legal guardian agreement must be signed
- Two letters of recommendation
- Essay
- Unofficial Transcript
- Copies of work documentation proving eligibility to work in the U.S.

Application Process

STUDENT NEEDS TO HAVE COMPLETED APPLICATION BY: JANUARY 23, 2015

Part I of application must be done online and is available:

<http://www.crf-usa.org/youth-internship-program/apply.html>

Part II needs to be sent via mail to the following address:

*Expanding Horizons Internships
601 S. Kingsley Drive, Los Angeles, CA 90005*

Please do not use FedEx or any other Express Service.

Be sure to make a copy for yourself in case your application gets lost in the mail

1st Phase:

- ✓ Complete the Part 1 of application online and mail in Part II of application to CRF by the deadline.
- ✓ CRF sends you an email with the date of your orientation and first interview. If you haven't heard back from us one week after the deadline, call or e-mail us at 213.316.2109 or nancy@crf-usa.org. It is very important to follow up!
- ✓ Come to the first interview at CRF
- ✓ CRF will send you the results of your interview via email

2nd Phase:

- ✓ If you pass the first interview, you will go on to a second interview at a job site
- ✓ Call or e-mail CRF for the results of your second interview

Constitutional Rights Foundation
601 S. Kingsley Drive Los Angeles CA 90005
Contact: 213.316.2127 or nina@crf-usa.org



Expanding Horizons Internships

2015 Part II - Application

Name: _____

Email: _____

1. Please indicate which program will be of preference to you:

Although reasonable efforts will be made to accommodate requests, CRF cannot guarantee first preference

Group A: Seminars from March – June * Job placement and seminars: June – July

Group B: Seminars from March – June * Job placement and seminars: July – August

Reason for first preference: _____

Date your school will begin the 2015 – 2016 school year: _____

****See attached calendar for dates***

WORK EXPERIENCE, ACTIVITIES, INTERESTS, AND VOLUNTEER EXPERIENCE

2. List any paying jobs you have had, if any. ***Work experience is not required to be accepted into program***

Employer (Organization/Company)	Your Position/Title	Dates you worked
Duties/Responsibilities:		
Duties/Responsibilities:		

3. List some of your skills and abilities (i.e., languages, types of computer, software programs, typing, etc.):



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Name: _____

Email: _____

- 4.** List any extra curricular activities that you have been involved in. Please include your involvement with sports, clubs and any leadership positions you have held. ****Outside of school activities count too. You must be involved in minimum 2 activities.***

Name of Activity	Year(s) of Participation	Awards and Recognition

- 5.** List any volunteer work in which you have participated

Organization	Your Position/Title	Dates of Volunteer Work
Duties/Responsibilities:		
Duties/Responsibilities:		



Expanding Horizons Internships 2015 Part II - Application

Name: _____

Email: _____

6. List some of your interests:

7. Attach two letters of recommendation*. One letter should be from a teacher, school counselor, principal, or other school administrator*. Recommendations from friends or family members will not be accepted. The letters should describe why you are qualified to participate in the internship program. Recommenders can email letters to nina@crf-usa.org. ****Must be in official school letterhead.***

8. Essay: Answer ONE of the following questions. ***Essay must be typed and minimum 1 page***

- Describe the world you come from – for example your family, community, or school – tell us how your world has shaped your dreams and aspirations.
- Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn?
- Tell us about a personal quality, talent, accomplishment, contribution or experience that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are?

9. Unofficial Transcripts – Make sure to request this with enough time because in some schools the request might take up to a few business days. ***(you can request this form from your school counselor)***

10. Important Documents Needed. Please attach ***copies*** of the following:

U.S. Passport (Unexpired and signed) OR Social Security Card (signed) <u>and</u> School ID	Letter of Acceptance into the Free/Reduced Meals Program *you can ask for proof of this at your school’s cafeteria and/or request a letter from counselor stating your participation
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11. Student Signature – Read and sign below.

I certify that all the information provided is complete and accurate to the best of my knowledge.

Signature

Printed Name

Date

PARENT/LEGAL GUARDIAN AGREEMENT FORM

Applications will not be taken into consideration if parent/legal guardian signature is not included

Your signature below indicates that you have read and understood the agreement,
and that you are willing to abide to the terms thereof

1. In order for CRF to consider your child's application you must:
 - a) Sign the Parent Agreement Form
 - b) Have all contact information correct including, proof of participation in the free/reduced meals plan, and documents for employment eligibility verification for your child by providing the following:
 - Provide the proof of enrollment in the free/reduced meals plan. This was a letter sent to you at the beginning of the school year **(if you don't have the letter you must go to your child's school and request a copy of it)**
 - For employment eligibility the application must have one of the following:
 - a copy of your child's social security card along with a copy of school ID or CA ID.
 - OR
 - a copy of your child's **unexpired** US Passport
2. Your child will have the option to select his/her first preference of program dates, but CRF cannot guarantee his/her first preference
3. Read both calendars for Group A and Group B with your child and be aware and understand that there are two components to the program that they must abide to:
 - Attend all the spring seminars (March – June) **(dates will depend on which group he/she is selected for)**
 - Participate in the paid internship position during the summer and continue attending seminars (June-August)
4. If your child is absent to more than 1 seminar he/she will be dropped from the program and will not receive the paid summer internship position. **(Please try to schedule any doctor's/dentist's appointments on non-seminar/working days if possible and always provide a note if your child misses a seminar)**
5. There are no program fees, but all transportation expenses to and from seminars and work must be provided by parent. Reimbursements for background checks will be given to those students placed in job sites where background checks are required and a receipt is turned in to the Program Manager
6. IF for some reason your child is unable to complete the program it is your responsibility to notify the Program Manager about this as soon as possible. Contact Nancy Sánchez at 213.316.2109 or nancy@crf-usa.org
7. Parent/ Guardian Name: _____ Phone Number: (____) _____
Occupation of mother/guardian _____ Occupation of father/guardian _____
8. Parent/Guardian Signature:
I give permission for my son/daughter to apply for and if selected, participate in CRF's Expanding Horizons Internships. I certify that above information is complete and accurate to the best of my knowledge.

Signature

Printed Name

Date

CONTRATO PARA EL PADRE/GUARDIÁN DE EL CANDIDATO

Ninguna aplicación será considerada sin la firma del padre/legal tutor

Su firma abajo indica que usted ha leído y comprendido el contrato y está dispuesto a asumir en función de los objetivos expuestos junto con su estudiante

1. Para que la aplicación de su hijo/a sea considerada usted debe:
 - a) Completar la aplicación de CRF's EHI 2015 y firmar el Contrato Para el Padre/Guardián del estudiante
 - b) Tener toda la información correcta, incluyendo números de teléfono, la prueba de participación del programa de alimentos gratuitos o de precio reducido, y los documentos de verificación de elegibilidad de empleo para su estudiante. La aplicación debe incluir lo siguiente:
 - Copia de la carta mandada por el distrito escolar diciendo que su estudiante es parte del programa de alimentos gratuitos o de precio reducido **(Esta carta fue enviada al principio del año escolar. Si no tiene la carta puede ir a la escuela a solicitar una copia de verificación)**
 - Para verificar la elegibilidad de empleo tiene que incluir una de las dos en la aplicación:
 - una copia de la tarjeta de seguro social de su estudiante junto con una copia de el ID de la escuela o ID de California
 - O
 - una copia del pasaporte de los Estados Unidos *(debe estar vigente)*
2. Su hijo/a tendrá la opción de seleccionar su preferencia entre el Grupo A y B pero CRF no puede garantizar que su hijo/hija se elegido/a para ese grupo.
3. Leer los dos calendarios, Grupo A y B con su hijo/a y ser conscientes y entender que el programa esta dividido en dos partes y su hijo/hija debe comprometerse a:
 - Asistir a los talleres de Marzo -Junio **(los días dependen de el grupo que le toque)**
 - Participar en la posición de interno en su trabajo de verano y seguir asistiendo a los talleres (Jun.-Ago)
4. Si su hijo/a esta ausente a más de 1 taller el/ella será dado de baja del programa y no recibirá el trabajo de verano **(si es posible por favor de no tratar de hacer citas de doctor/dentista los días de talleres o días de trabajo y es requerido que el estudiante traiga nota)**
5. No hay costo alguno, pero todo gasto de transportación ya sea para los talleres educativos o para ir al trabajo debe de ser proveído por usted. Los reembolsos serán dados a sólo esos estudiantes que les toque sitios de trabajo que requieran verificación de antecedentes siempre y cuando un recibo se le proporcione al administrador del programa
6. Si por alguna razón su hijo/a ya no puede terminar el programa es su responsabilidad de notificar al Administrador del Programa acerca de esto tan pronto como sea posible. Contactar a Nancy Sánchez al 213.316.2109 o nancy@crf-usa.org
7. Nombre del Padre/Guardián: _____ Num. de Teléfono: _____

Ocupación de la madre/guardián: _____ Ocupación del padre/guardián: _____
8. Firma del Padre/Guardián:
Le doy permiso a mi hijo/a de aplicar y si es seleccionado, a participar en CRF's Expanding Horizons Internships. Yo certifico que la información indicada arriba es completa y correcta de acuerdo a lo mejor de mi conocimiento

Firma

Nombre (en letra de molde)

Fecha

Seminar	Group A Dates	Group A Work Dates	Group B Dates	Group B Work Dates
Seminar 1	Monday March 30 8:45am - 12:00pm	Attending Seminars	Monday March 30 1:30pm - 4:45pm	Attending Seminars
Seminar 2	Tuesday March 31 8:45am - 12:00pm	Attending Seminars	Tuesday March 31 1:30pm - 4:45pm	Attending Seminars
Seminar 3	Wednesday April 1 8:00am - 12:00pm	Attending Seminars	Wednesday April 1 11:30am - 3:30pm	Attending Seminars
Seminar 4	Thursday April 2 8:00am - 12:00pm	Attending Seminars	Thursday April 2 1:30pm - 4:45pm	Attending Seminars
Seminar 5	Friday April 3 8:00am - 12:00pm	Attending Seminars	Friday April 3 1:30pm - 4:45pm	Attending Seminars
Seminar 6	Thursday April 9 5:00pm - 7:30pm	Attending Seminars	Wednesday April 16 5:00pm - 7:30pm	Attending Seminars
Seminar 7	Thursday April 23 5:00pm - 7:30pm	Attending Seminars	Wednesday April 29 5:00pm - 7:30pm	Attending Seminars
Seminar 8	Thursday April 30 5:00pm - 7:30pm	Attending Seminars	Thursday May 28 5:00pm - 7:30pm	Attending Seminars
Seminar 9	Thursday May 21 5:00pm - 7:30pm	Attending Seminars	Saturday June 6 9:00am - 12:00pm	Attending Seminars
Seminar 10	Saturday June 6 9:00am - 12:30pm		Monday June 15 9:00am - 12:00pm	Attending Seminars
Seminar 11	Monday June 8 9:00am - 12:30pm	Work Week #1 June 11 & 12 Thu - Fri: 7hrs/day	Monday July 6 9:00am - 12:30pm	Work Week #1 July 11 & 12 Thu - Fri: 7hrs/day
Seminar 12	Tuesday June 9 9:00am - 1:00pm	Work Week #1 June 11 & 12 Thu - Fri: 7hrs/day	Tuesday July 7 9:00am - 1:00pm	Work Week #1 July 11 & 12 Thu - Fri: 7hrs/day
Seminar 13	Wednesday June 10 8:45am - 2:00pm	Work Week #1 June 11 & 12 Thu - Fri: 7hrs/day	Wednesday July 8 8:45am - 2:00pm	Work Week #1 July 11 & 12 Thu - Fri: 7hrs/day
Seminar 14	Friday June 19 2:30pm - 4:30pm	Work Week #2 Mon - Thu: 7 hrs/day Friday 5 hrs	Friday July 17 2:30pm - 4:30pm	Work Week #2 Mon - Thu: 7 hrs/day Friday 5 hrs
Seminar 15	Friday June 26 2:30pm - 4:30pm	Work Week #3 Mon - Thu: 7 hrs/day Friday 5 hrs	Friday July 24 2:30pm - 4:30pm	Work Week #3 Mon - Thu: 7 hrs/day Friday 5 hrs
Seminar 16	Saturday, June 27 9:00am - 1:00PM (A - L) 11:00AM - 3:00pm (M - Z)	Attending Seminars	Saturday - July 25 9:00am - 1:00PM (A - L) 11:00AM - 3:00pm (M - Z)	Attending Seminars
Seminar 17	Thursday July 2 2:30pm - 4:30pm	Work Week #4 Mon - Thu: 7 hrs/day Friday: 5 hrs	Friday July 31 2:30pm - 4:30pm	Work Week #4 Mon - Thu: 7 hrs/day Friday 5 hrs
Seminar 18	Thursday July 9 9:00am - 2:00pm	Work Week #5 Mon - Wed 7 hrs/day	Thursday August 6 9:00am - 2:00pm	Work Week #5 Mon - Wed 7 hrs/day
Seminar 19	Friday July 10 2:30pm - 5:30pm	Culmination Event	Friday August 7 2:30pm - 5:30pm	Culmination Event
Seminar 20	Saturday TBD - June/July 8:30am - 3:00pm	College Conference	Saturday TBD - June/July 8:30am - 3:00pm	College Conference