



# CAPA Community Education Fund Internship Application – 2016

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 along with an attached portrait by **Monday, February 29, 2016 at 11:59 pm.** either by email or by regular mail. (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 20, 2016**
- **Accepted Interns Orientation/Training Day: Sunday, April 24, 2016**
- **Three Summer Meetings/Training: Dates to be determined**
- **Intern Graduation: August 14, 2016**

## Personal Profile

Student's Name \_\_\_\_\_  Female  Male

Home Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

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).

#### **Application check list:**

- Application form (in PDF format)
- Extracurricular activities (PDF format preferred, MS Word is acceptable)
- Essay (PDF format preferred, MS Word is okay)
- 2 signed recommendation letters

#### **Submission:**

Option 1): Email all files including supporting documents to [internship@capacommunity.org](mailto:internship@capacommunity.org) (**recommended**)

Option 2): 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 email to [internship@capacommunity.org](mailto:internship@capacommunity.org) or regular mail by *Monday, February 29, 2016*.**