



## 2013 Young Adult Application

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**Program Start:** Monday, June 17, 2013 (*duration is dependent upon work assignment*)

**Deadline to apply:** Postmarked by Monday, April 15, 2013

**Program Description:** CONNECT2Careers aligns the career aspirations and backgrounds of young adults with community-minded businesses to create meaningful summer work experiences aimed at preparing them to meet the needs of the diverse local workforce. Young adults selected to participate in the program will be required to attend an unpaid pre-training prior to participating in a paid work experience.

### Applicants Must:

- Be a resident of the City of San Diego and have completed their most recent semester of high school or college at a public or private academic institution within the City of San Diego
- Be between 16 - 21 years of age on or before the application deadline (*April 15, 2013*)
- Have an interest in one or more of San Diego's most in-demand industries? (*see pages 7 and 8 for detailed descriptions*)
- Be currently enrolled in high school and have a minimum grade point average of 2.5 and be graduate bound
- Be currently enrolled in college and must have a minimum grade point average of 3.0
- Must commit to 30 hrs/wk for the duration of the program (*duration of hours may vary and is dependent upon work assignment*)
- Provide their own transportation
- Submit a blank work permit application, if under the age of 18 (*available from your high school career center*)
- **ONLY MOTIVATED YOUNG ADULTS SHOULD APPLY**

**Completed Application (in a single packet) must be mailed by MONDAY, APRIL 15TH, 2013\* to:**

**Make a copy of your completed application packet for your records and submit all requested documents in a single envelope.**

*Please make sure your packet is postmarked and you retain your receipt.*

CONNECT2Careers

Attn: Erika Batiz

San Diego Workforce Partnership, Inc.

3910 University Ave., Suite 400

San Diego, CA 92105

**\*NOTE: DROP OFF, LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL APPLICATIONS WILL BECOME PROPERTY OF THE SAN DIEGO WORKFORCE PARTNERSHIP AND WILL NOT BE RETURNED. APPLICANTS ARE NOT GUARANTEED ACCEPTANCE AND EVERY EFFORT WILL BE MADE TO ENSURE AT LEAST ONE INTERVIEW WITH AN EMPLOYER.**

**CONFIRMATION OF RECEIPT:** AN EMAIL WILL BE SENT WITHIN TWO WEEKS AFTER THE DEADLINE STATING THAT YOUR APPLICATION WAS RECEIVED.

**Application Selection:** Young adults selected to be interviewed will be contacted between April and May of 2013.

**Questions:** Email: [C2CSD@workforce.org](mailto:C2CSD@workforce.org)

**To download application visit:** <http://workforce.org/news/connect2careers>



**APPLICATION GUIDELINES:**

Here are a few tips for making sure your application is the best representation of you!

**Responsibilities:**

- ✓ Applicants have complete responsibility for contacting program staff with any questions and/or concerns they may have regarding the program and/or application. *If you aren't sure about something, if you're wondering about a document, if you're not sure how to fill something out or whether particular information needs to be included – ASK! Your teachers, counselors, parents, etc. can certainly provide advice but always be sure to double check with CONNECT2Careers staff about any details if necessary. Don't have your application rejected because you thought an instruction meant something different.*
- ✓ Be your own advocate! - It is important for the applicants to advocate for themselves. *YOU are applying for this position, not your parents. Any questions need to come from you.*
- ✓ Program contact email address is: [C2CSD@workforce.org](mailto:C2CSD@workforce.org) *Ask early and ask often!*

**Application:**

- ✓ All requested documentation must be submitted as a single packet postmarked no later than the deadline date (April 15, 2013). ***This includes your recommendation letters in their own sealed envelopes.***
- ✓ Drop-off applications will NOT be accepted.
- ✓ Extra documentation (i.e. copies of certificates, awards, additional letters of recommendation, pictures, etc.) will NOT be accepted and will be subject to disqualification.
- ✓ Print legibly where needed and/or type where you can and proofread all information submitted. *Neatness DOES count! Use ink, don't cross-out, don't use white out, etc. It's not a timed essay. Re-do any sections you need to.*

**Resume:**

- ✓ Resume (sample available on Google) should be no longer than one page, and include ONLY relevant information. *This is 'you at a glance' – keep it short, sweet, and to the point.*
- ✓ Suggested information/sections to include: contact information, education, any and all work experience, skills and abilities, and other relevant information as it applies to the program. *The spelling bee award from 3<sup>rd</sup> grade is nice, but doesn't have anything to do with the position you are applying for.*

**Cover Letter:**

- ✓ Cover letter (sample available on Google) is an introduction of yourself and explains why you are submitting an application.
- ✓ Should be no longer than one page.

**Email Address:**

- ✓ All program communication will be delivered via the [C2CSD@workforce.org](mailto:C2CSD@workforce.org) email.
- ✓ It is important that young adults include their own personal email address on their application. If necessary, please create a new email address that is professional and will only be used to communicate with program staff and/or other employers.
- ✓ Examples of professional email addresses include:  
[john.doe@yahoo.com](mailto:john.doe@yahoo.com), [jdoe@hotmail.com](mailto:jdoe@hotmail.com), [johnd@gmail.com](mailto:johnd@gmail.com).
- ✓ Examples of unprofessional email addresses include:  
[skaterboy@gmail.com](mailto:skaterboy@gmail.com), [foxylady@hotmail.com](mailto:foxylady@hotmail.com), [gigglez27@yahoo.com](mailto:gigglez27@yahoo.com)
- ✓ Do not use your parent's email address. It is strongly suggested that you create your own.
- ✓ Verify that your email is legible on your application. Make sure there's no confusion as to whether it's a number 1 or a lower case L(1) etc. Consider writing your email as all caps for clarity if necessary since emails aren't case sensitive.

**If you have any questions regarding your application or CONNECT2Careers, please email  
[C2CSD@workforce.org](mailto:C2CSD@workforce.org)**

## CONNECT2Careers Application Checklist

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### APPLICATION CHECKLIST:

Please assemble your application in the following order:

- This checklist, placed on top of the rest of the documents**
- Application Form**
- Industry Cluster Ranking**
- Student Certification / Parental Permission Consent** (*please make sure form is signed/dated and all information is included and complete, parental permission is needed for applicants under 18 years of age only*)
- Cover Letter**
- Resume**
- Most Recent High School or College Transcript(s) Official or Unofficial**
- Personal Statement**

Please briefly address the following topics in a short essay, not to exceed 1000 words. *Please attach your typed or written essay to your completed application packet.*

What interests you most about your career/industry cluster(s) of choice? Explain your ranking of the industry clusters found on page 7 and 8 of this application.

What benefits do you hope to gain from working within your chosen industry cluster?

Describe your extracurricular interests and hobbies, including any honors or awards.
- Two recommendation forms with attached narratives.** Recommendations should be from your teacher, principal, mentor, advisor/counselor, or work supervisor who can evaluate your potential for this work experience, taking into consideration your accomplishments, intellectual prowess, independent work habits, capacity for critical and analytical thinking, and/or ability to organize and express ideas clearly and intelligently.
 

*Note: Please make sure each recommendation is in a sealed envelope*
- Work Permit Application** (*if applicant will be under the age of 18 after June 17, 2013*)

**APPLICATION FORM:**

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street Address or Post Office Box City/State Zip

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_  
\*Applicants must be between 16 - 21 years of age on or before the application deadline (April 15, 2013)

Gender:  
 Male  
 Female

Ethnic Identification (please check one):  
 Hispanic or Latino  White (Not Hispanic or Latino)  
 Black or African American (Not Hispanic or Latino)  
 Asian (Not Hispanic or Latino)  Other  
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)  
 American Indian or Alaska Native (Not Hispanic or Latino)  
 Two or more races (Not Hispanic or Latino)

High School/College: \_\_\_\_\_  
School Name District

Current Grade Level: \_\_\_\_\_ Current GPA (cumulative unweighted): \_\_\_\_\_

Are you enrolled in a career pathway or academy?  Yes  No

If yes, which one? \_\_\_\_\_

Education/Career goals: \_\_\_\_\_

Extra-curricular activities, including honors or awards:  
\_\_\_\_\_  
\_\_\_\_\_

If offered employment with a participating employer, will you be able to provide documentation that you are a citizen, national, lawful permanent resident or alien authorized to work in the United States and at the employer location in the position applied for on the first day of work?  
 Yes  No

\*As a condition of employment with a CONNECT2Careers employer, successful candidates must provide written documentation to prove either citizenship or proper authorization to work in the United States. Specific instructions will be provided prior to your first day of employment regarding legally required documentation.

Please list your parents'/guardians' highest level of education: (Example: Some High School, High School Diploma, Some College, College Diploma, Master's Degree, Ph.D.)

Mother/Guardian: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Mother/Guardian's Place of Employment: \_\_\_\_\_

Father/Guardian's Place of Employment: \_\_\_\_\_

Do you have any siblings? If yes, please list their ages: \_\_\_\_\_

Total number of people living in your household (including you): \_\_\_\_\_

Does your family receive public assistance, food stamps, SSI, SSA or unemployment insurance?

Yes  No

Do you live in a single parent household?  Yes  No

Total Family Income (12-month income)\*:

<20,000  20,001-40,000  40,001-60,000  60,001-80,000  >80,001

\*INCOME INFORMATION IS REQUESTED FOR STATISTICAL PURPOSES ONLY AND WILL **NOT** BE USED TO DETERMINE ELIGIBILITY

Do you have any prior commitments or circumstances that conflict with the program dates or limit your participation in a 30-hour work week?  Yes  No

If yes, please explain. \_\_\_\_\_

Have you applied (or do you plan on applying) for any other summer position(s)/program(s)?  Yes  No

If yes, where/what program? \_\_\_\_\_

**Academic Background/Work Experience:** *(continue on additional paper if necessary)*

List all coursework/training you have completed or are in the process of completing that specifically relates to one or more of the career industry clusters found on page 7 and 8 of this application.

Course:	Grade Year Taken:	Grade Earned:
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**Employment History:**

Employer:	Dates Employed:	Hrs/Wk:	Position:
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**INDUSTRY CLUSTER RANKING:**

In order to ensure the best possible work experience placement, **please rank your career interest in the following industry clusters 1-10 (1 being the highest interest and 10 being the lowest):**

**BIOTECHNOLOGY AND PHARMACEUTICALS**

The biotechnology and pharmaceuticals industry is a major regional economic driver with strong job growth in the San Diego region. This cluster primarily consists of research and development industries in fields related to chemical and biological technologies. If you are interested in a field that capitalizes on science and laboratory skills to create technologies and pharmaceuticals, please visit [www.matsc.org](http://www.matsc.org) or email [biotech@workforce.org](mailto:biotech@workforce.org) for a program application and more information on the Life Science Summer Institute (LSSI).

**CLEANTECH**

The San Diego region has been rapidly moving toward more renewable energy products and services. Renewable energy refers to energy which comes from natural resources such as sunlight, wind, rain and tides. Companies involved in the cleantech industry specialize in energy efficiency, clean energy generation, and energy storage. Some examples of these are battery technologies, solar panels and related products, fuel efficient automobiles, biofuels/biodiesel, smart electricity.

**COMMUNICATION AND INFORMATION TECHNOLOGIES**

This industry cluster includes communications, computer and electronics, and software companies. Companies in this cluster specialize in wireless communication equipment, audio and visual equipment and communications equipment manufacturing. This cluster also includes many service-related support companies such as engineering, computer programming, coding, web design and software development.

**TOURISM**

San Diego is a hot spot for entertainment and tourism due to the regions weather, natural resources and large entertainment selection. Included in this industry, but not limited are recreational activities, such as theme parks, golf courses, athletic events, race tracks and theatres. The region is home to world famous museums and zoos as well as many major entertainment attractions. If you are eager to work with people then this industry might be a perfect choice for you!

**HOTEL/MOTEL**

This industry cluster is comprised of establishments primarily engaged in providing short-term lodging such as hotels, motels, and resorts. These establishments offer many different types of services which include but are not limited to food and beverage services, recreational services, conference rooms, convention services, laundry services and parking. If you are interested in meeting people from different parts of the country and the world then this industry may be right for you.

**DEFENSE**

The defense industry represents one of every four jobs in the region and includes leaders in unmanned vehicles, robotics, cyber security and ship building. It comprises both government and commercial entities involved in research, development, production and service of military material equipment and facilities. In this industry, the Department of Defense and NASA are the two biggest consumers of aerospace technology and products.

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**MARITIME**

The maritime industry cluster or “Blue Economy” is largely focused on technology, also known as “Blue Tech”. San Diego’s Blue Economy is one of the most unique regional economies in the world. In the broadest of terms, Blue Economy includes all enterprises engaged in the business of designing, constructing, manufacturing, acquiring, operating, supplying, and repairing as it relates to the maritime realm. This industry may seem broad as it includes anything from fishing to science, however all activities within this group relate to San Diego as a maritime city, a unique city that has one of the most beautiful bays and coastlines in the world.

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**BUSINESS**

Local businesses are typically privately owned corporations and partnerships. Typical examples include restaurants, law firms, tradesmen, small shops such as bakeries, convenience stores, small-scale manufacturing, and online businesses such as design and programming. Careers in this sector require strong customer service skills, interest in teamwork as well as ability to work independently, some cash handling may apply.

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**GOVERNMENT**

Local government is an administrative body for a small geographic area, such as the City of San Diego. Local governments can elect officials, enact taxes, and do many other things a national government would do, just on a smaller scale. Careers in this sector can be very broad ranging from administrative to leadership roles. If you are interested in helping the community, enjoy learning about laws, and are detail oriented then this sector may be a perfect choice.

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**HEALTHCARE**

San Diego offers some of the most sophisticated healthcare in the country and is considered a leader in health innovation and information technology systems. Positions in this field generally offer competitive salaries with premium benefits, flexible hours and offer great opportunities for learning and career advancement. This may be a right fit for you if you are the type of person that enjoys helping people and has a good attitude and good energy.



**STUDENT CERTIFICATION AND CONSENT:** *(please initial below)*

This certifies that the information I have entered on this form is complete and accurate.

I acknowledge that I will treat as confidential all information that I may read or hear, directly or indirectly. If selected for CONNECT2Careers, I agree to conform to the rules and regulations of the program. I understand that I will be required to attend an orientation session and participate in training specific to my assignment. I acknowledge that either the program or I may discontinue my status at any time and for any reason.

If selected to participate I agree to submit to any additional documents that may be required.

If selected for CONNECT2Careers, I will attend the program in its entirety.

I certify that this application packet is complete:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**PARENTAL PERMISSION AND CONSENT:** *(only if applicant is under 18 years of age)*

Parent(s) Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street Address or Post Office Box City/State Zip

Telephone: (Home) \_\_\_\_\_ (Cell)  (Other) \_\_\_\_\_

**Parent or Guardian:** *(please initial below)*

This certifies that I approve of this application and that the applicant has my consent to participate if selected.

I understand that if my son/daughter is selected to participate I agree to submit to any additional documents that may be required.

My son/daughter will be required to attend the program in its entirety.

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s)

Date

**PERSONAL STATEMENT:**

**Please answer the following topics in a short essay, not to exceed 1000 words.** *(please attach your typed or written essay to your completed application packet)*

- **What interests you most about your career/industry cluster(s) of choice? Explain your ranking of the industry clusters found on page 7 and 8 of this application.** *(please relate this to a past personal or classroom experience)*
- **What benefits do you hope to gain from working within your chosen industry cluster?**
- **Describe your extracurricular interests and hobbies, including any honors or awards.**

***Please complete this recommendation form and return it to the applicant in a sealed envelope.***

Applicant's Name (please print): \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please place check marks in the boxes that represent your evaluation of the applicant.

	Below Average	Average	Excellent	Outstanding	No basis for judgment
Energy and initiative					
Ability to work independently					
Ability to work in a group					
Fulfills goals					
Works to capacity					
Oral expression					
Written expression					
Originality					
Social maturity					
Self-confidence					
Dependability					
Disciplined work habits					

**In an attached letter** please provide additional comments that will help us to assess this applicant. Areas that might be addressed include:

The benefits you feel the applicant would receive from this program and what he or she might contribute;

Personal qualities of the applicant that might particularly recommend him or her for this program;

Any awards, special activities, and projects that indicate talent; and

Any necessary explanation, if the student's academic record does not seem to accurately reflect his or her abilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicants are required to send all pieces of their application in one envelope.**

***Please complete this recommendation form and return it to the applicant in a sealed envelope.***

Applicant's Name (please print): \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please place check marks in the boxes that represent your evaluation of the applicant.

	Below Average	Average	Excellent	Outstanding	No basis for judgment
Energy and initiative					
Ability to work independently					
Ability to work in a group					
Fulfills goals					
Works to capacity					
Oral expression					
Written expression					
Originality					
Social maturity					
Self-confidence					
Dependability					
Disciplined work habits					

**In an attached letter** please provide additional comments that will help us to assess this applicant. Areas that might be addressed include:

The benefits you feel the applicant would receive from this program and what he or she might contribute;

Personal qualities of the applicant that might particularly recommend him or her for this program;

Any awards, special activities, and projects that indicate talent; and

Any necessary explanation, if the student's academic record does not seem to accurately reflect his or her abilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicants are required to send all pieces of their application in one envelope.**