**SUMMER 2019 INTERNSHIP APPLICATION**

**OVERVIEW**

**About The Hope Center at Pullen:** The Hope Center at Pullen connects young people aging out of foster care in Wake County with the resources and support they need for a successful transition to adulthood.

**Program Summary:** Interns work for local organizations for approximately 10 weeks, 10 hours per week, earning **$8 per hour for a maximum of 100 hours**. In addition to their responsibilities on the job site, the young person attends Success Skills Workshops. Interns will create a resume, prepare for and interview at the worksite, learn new skills, and build a professional network. Interns meet with The Hope Center’s Program Coordinator and the worksite supervisor at least twice during the internship to receive valuable feedback and set skill building goals.

**Eligibility:** Youth between the ages of 16-21 who are currently in foster care, or have a history in foster care.

**Work Sites:** Each intern will work at a local organization. Work sites will be chosen based on the intern’s schedule, transportation considerations, and interests. The type of work assigned to the intern will depend on the needs of the organization. Prior to being placed, the intern will discuss the position with staff to see if the work required is a good fit for their abilities and interests.

**IMPORTANT DATES**

**Resume and Interview Workshops:** Tuesday March 12 and Tuesday March 19 from 6:00-8:30 pm, during LINKS, at 1801 Hillsborough St. Interviews at the nonprofit worksite will be scheduled individually in April and May.

**Success Skills Workshops:** Mandatory workshops will be held **Friday, June 14 and Friday, July 12 from 11am-2pm** at The Hope Center at Pullen, 1801 Hillsborough Street. Workshops will cover setting up taxes, payroll information, banking options, communication skills, conflict management, and professionalism.

**Internship Summer Schedule:** A weekly schedule is created around the needs of the nonprofit, the intern, and the people supporting the intern. Each intern can work up to 100 hours over the course of the summer.

***Traditional School Schedule:***Start Date: Week of June 11. End Date: Week of Aug 13. Approximately 10 hours per week.
Excused time off can be made up the week of August 20.

***Modified School Schedule:***Start Date: Week of May 29. End Date: Week of July 16. Approximately 12 hours per week.

 Excused time off can be made up by working additional hours per week.

**Applications:** Return completed applications to Tori Marshall, tori.marshall@wakegov.com or Fax: 919-212-7192

**Application Deadline: Tuesday, February 12, 2018**

**Questions:** Contact Joseph McNeill, Program Manager, jmcneill@hopecenteratpullen.org, 919-636-3641

**Care Giver: Please Fill Out Pages 2-3**

|  |  |
| --- | --- |
| **Care Giver Name:**  | **Date:**  |

 **First Last mm/dd/yyyy**

**Address:**

 **Street City State Zip Code**

**Phone:**

 **Cell Home Work**

|  |
| --- |
| **Email:**  |

 **Primary**

**Employment information is used only to help determine a good location and schedule for the internship.**

**Current Employer:**

**Employer’s Address:**

 **Street City State Zip Code**

**What is your current work schedule, days and times? Is your schedule flexible?**

**Are you willing and able to provide transportation to and/or from the internship?**

**Are there any other transportation issues or transportation options to be aware of?**

**What do you hope the young person will gain from the internship?**

***Each Intern can work up to 100 hours over the course of the summer.***

***Traditional School Schedule:***Start Date: Week of June 11. End Date: Week of Aug 13. Approximately 10 hours per week.
Excused time off can be made up the week of August 20.

***Modified School Schedule:***Start Date: Week of May 29. End Date: Week of July 16. Approximately 12 hours per week.

Excused time off can be made up by working additional hours per week.

**What is your preferred weekly schedule for the internship? Please list the days of the week including start and end times. There is some flexibility in the length of the internship and the number of hours per week, however ultimately the weekly schedules depend on the need of the worksite. Some evening and weekend hours may be available, but most internship sites operate on a 9:00 am - 5:00 pm schedule.**

**Are there any weeks during the summer when you or the young person will be out of town?**

**Are there any other issues to keep in mind when scheduling this internship?**

**Does the young person have a checking account or savings account in their name?**

**If not, can you help the young person open a checking account before the first day of their internship?**

**Do you have any concerns about the young person participating in this internship?**

**Please sign below stating that you understand the expectations of the internship process as set forth by The Hope Center at Pullen and that the information you have provided on this application is true and accurate to the best of your knowledge:**

**Care Giver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Questions?** Contact Joseph McNeill, Program Manager, jmcneill@hopecenteratpullen.org, 919-636-3641

**Intern: Please Fill Out Pages 4-5**

|  |  |
| --- | --- |
| **Name:**  | **Date of Birth:**  |

 **First Last mm/dd/yyyy**

**Address:**

 **Street City State Zip Code**

**Phone:**

 **Cell Home**

|  |  |  |
| --- | --- | --- |
| **Email:**  | **Age:**  | **Gender:** |

|  |  |
| --- | --- |
| **School:**  | **Grade:**  |

|  |  |
| --- | --- |
| **Last Day of School This Year:**  | **First Day of School Next Year:**  |

**Do you have a resume? If yes, please attach to this application: \_\_\_\_\_\_\_\_\_\_**

**Is your resume up to date or do you need to add things to it?**

**Do you have appropriate clothes for an interview? \_\_\_\_\_\_\_\_\_\_**

**Are you comfortable riding the bus to and/or from your internship location? \_\_\_\_\_\_\_\_\_**

**If you are chosen for an internship, do you agree to the following: *(please initial next to each)***

**\_\_\_\_\_\_I will be respectful and professional to everyone I encounter throughout this experience.**

**\_\_\_\_\_\_I will be on time for work and follow the agreed upon schedule to the best of my ability.**

**\_\_\_\_\_\_I am willing to accept the internship placement that The Hope Center at Pullen matches me with, and realize it may not necessarily be my first choice.**

**\_\_\_\_\_I will be responsible for updating my foster parent, internship supervisor, social worker and/or The Hope Center at Pullen of any changes, concerns, or problems that arise throughout this internship process.**

**Please answer the following questions so we can attempt to place you in an internship that fits your goals and personality:**

1. **Describe your long term career goals.**
2. **Why would you like to participate in a summer internship?**
3. **What do you hope to gain from the experience of an internship?**
4. **Please list your skills and hobbies**
5. **Please list any volunteer experience or work experience that is not included on the attached resume.**

**\*Please sign below stating that you understand the expectations of the internship process as set forth by The Hope Center at Pullen and that the information you have provided on this application is true and accurate to the best of your knowledge:**

**Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Questions?** Contact Joseph McNeill, Program Manager, jmcneill@hopecenteratpullen.org, 919-636-3641