

**Application Deadlines:**

* World Bank Summer Internship (**Due 3/25/13**)
* High School Internship Program (**Due 6/3/13**)
* Both Programs (**Due 3/25/13**)

**URBAN ALLIANCE**

**INTERNSHIP PROGRAM AT A GLANCE**

**Mission: Urban Alliance empowers under-resourced youth to *ASPIRE, WORK*, *SUCCEED* through paid Internships, formal training, and mentoring.**

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***[Please tear off this page to keep for future reference]***

**World Bank Summer Internship Program:**

* Work Monday through Friday (9am– 5pm)
* 8 week Internship experience
* Earn $10/hour
* Attend weekly professional development workshops
* Get help with post-high school planning, earn community service hours, and more!

**High School Internship Program:**

* Work Monday through Thursday during the school year (2pm – 5pm)
* Work full-time Monday through Thursday (9am– 5pm) in the summer
* Earn $8.25/hour with two raises up to $10/hour
* Attend professional development workshops Friday afternoons
* Get help with post-high school planning, earn community service hours, and more!

**Requirements:**

* Attend a DC public or charter high school (Both Programs)
* Be a senior during the 2013 – 2014 school year (Both Programs)
* Must have a 2.5 GPA (Both Programs)
* **Half-day/Authorized off campus** **schedule all school year** (High School Internship Program)
* Work Monday-Thursday (2pm–5pm) during the school year (High School Internship Program)
* Work full-time for **8 WEEKS** in the summer (World Bank Summer Internship Program)

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**Thank you for your interest in Urban Alliance!**

Turn in completed applications to your school contact or fax to our office at **(202) 459-4301**. Please make sure you have included all necessary materials with your application. If you have any questions, please call the Urban Alliance main number at **(202) 459-4300**.

 **Internship Program Application**

 **PLEASE NOTE: Incomplete applications WILL NOT be processed**

**Select which program you are applying to:**

**🞎**World Bank Summer Internship (**Due 3/25/13**)

**🞎**High School Internship Program (**Due 6/3/13**)

**🞎**Both Programs (**Due 3/25/13**)

**School** (include academy if applicable)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade: \_\_\_\_\_\_\_\_\_\_\_**

**Guidance Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| CONTACT INFORMATION |

**First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_\_\_\_\_**

**Permanent Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quadrant (please circle)** NE NW SE SW

**City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ward: \_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cell Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student E-mail Address 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Access to Internet (Check all that apply): 🞎**Home **🞎**School **🞎**Other(please specify): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian 1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian 2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Best Contact Number for Parent/Guardian 1: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Contact Number for Parent/Guardian 2:(\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to You: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( )**

**Language(s) your Parent/Guardian(s) speak other than English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am a citizen of the United States: YES \_\_\_\_\_ NO \_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you answered no, what is your status? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional contact information: Who can we call if your information changes and we need to find you? Imagine that we have your paycheck and all the other numbers on this application changed.**

**Phone # (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact’s Name/Relationship to You: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **No information you provide will be used in a discriminatory manner. If you wish to be identified with a particular ethnic or racial group, please check all that apply:**

* African American, African, Black
* Hispanic, Latino(a)
* Asian
* White, Caucasian
* American Indian/ Alaska Native
* Native Hawaiian/ Pacific Islander
* Other (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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| SCHOOL INFORMATION |

**Please complete all questions in this section in 2-3 sentences. In your response, be as accurate and detailed as possible.**

 How many days were you absent from school this academic year (excused or unexcused)? Circle one:

A. 0-5 B. 5-10 C. 10-20 D. Over

Please explain your absences (ex: illness, expulsion, death in the family, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List any other high schools you have attended in the last 3 years.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your GPA? Do you think the grades on your transcript accurately reflect your ability? Please explain why or why not.**

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**What are your favorite school subjects? Explain why.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What are your most challenging school subjects? Explain why.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## What sports, extra-curricular, or after school activities are you involved in? Please provide days and times you will be committed to these activities (for example: Hoop Dreams, Achievers, childcare, baby-sitting, jobs, volunteer activities, soccer practice every day from 3:00-5:00 etc).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please list any or all school related honors or awards you have received (ex: scholarships, honor roll, etc).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## What are your future educational and career goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What is the closest metro station to your school?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FAMILY INFORMATION**

**\*\*\*Urban Alliance participates in a Federal Grant Program in order to provide paid internships.**

**The following information is required to ensure continued funding.\*\*\***

**How many people that are related to you by blood, marriage, or adoption reside in your residence, including yourself?**

**Are you parenting? \_\_\_\_\_\_\_\_\_ If yes, please include children in your household roster below.**

**Are you currently in foster care? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list (including yourself):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Family Members (Names)** | **Relationship to You** | **Age** | **Highest Degree Attained** | **Employed: Circle One** |
|  |  |  |  | **Yes****No** |
|  |  |  |  | **Yes****No** |
|  |  |  |  | **Yes****No** |
|  |  |  |  | **Yes****No** |
|  |  |  |  | **Yes** **No** |
|  |  |  |  | **Yes****No** |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_do hereby certify that I reside at the following address and can be contacted using the information provided below:

|  |  |
| --- | --- |
| Address |  |
|  |
|  |
| Phone Number |  |
| Cell Phone (If Applicable) |  |

Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Day/Year

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Youth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK INFORMATION**

## Please list all places you have been employed, beginning with your most recent position. List the location, dates of employment and major duties you completed at each job or attach your resume. An example has been provided below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position or Title/Name of Employer | Location**(City, State)** | Period of Employment | Major Duties | Wage in Dollars per Hour | Hours per Week  | Summer job? School year job? or Both? |
| InternUrban Alliance Foundation | Washington, DC | October 2008-August 2009 | Processed timesheets* Created student flyer
* Answered main phone line
 | $8.00/hour | 10 hours/week | Both |
|  |  |  |  |  |  |  |
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**\*Please complete all questions in this section in 2-3 sentences. In your response, please be as accurate and detailed as possible.**

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| PERSONAL INFORMATION  |

**Why are you interested in applying to the Urban Alliance Internship Program?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**How did you hear about Urban Alliance? Please check all appropriate boxes:**

**🞎**Urban Alliance staff presentation

**🞎**Guidance Counselor/Teacher/Faculty

**🞎**Friend

**🞎**Current Urban Alliance Intern or Urban Alliance alumni (UA student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**🞎**Other (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**What skills, qualities, or strengths could you bring to Urban Alliance (for example: being organized, dedication, Microsoft, etc)?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with a criminal offense? Please check one. 🞎YES 🞎NO

If you answered “yes,” please attach a written description detailing the nature of the offense(s) and the date(s) they occurred.

Do you have any health issues that may need to be considered in placing you at a worksite? 🞎YES 🞎NO

 **(\*NOTE: This information will** NOT **affect your acceptance.)** If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you taking any medication that has been prescribed by a physician? 🞎YES 🞎NO

 If yes, please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERSONAL PARAGRAPH** |

This personal paragraph helps us learn about you in ways different from GPA, work experience, or recommendations. We urge you to take advantage of this opportunity to tell us something unique about you that we cannot learn from the rest of your application.

Please choose **ONE** of the topics below for your personal paragraph. You may **either** write in the space provided **or** attach a separate sheet to your application. If you decide to attach a separate sheet, please include your full name at the top of the paper.

**Please choose ONE of the following topics:**

* Describe a challenge you have had to overcome in your life. Then, explain how you were able to overcome that challenge.
* Describe why you should be selected for the Urban Alliance Internship Program.
* Describe where you see yourself in 5 years. Include information about your academic, professional, and personal life.

\***Remember:** Only choose **ONE** of the topics above for your paragraph. If you need more space, please write on a separate sheet of paper.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\*Please read the following statement and sign in the space provided. Applications that are not signed will not be processed.

*In signing this document, I confirm that everything stated in this application is my own work, factually true and honestly presented.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (Applicant signature) (Date)

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| **PARENT/GUARDIAN APPROVAL AND RELEASE** |

Parental/Guardian support will be an important part of this partnership. *Your signature is required in order for Urban Alliance to confirm that you agree to allow your student to apply for an Internship and to give your approval for Urban Alliance to share student records with external evaluators and the National Student Clearinghouse.*

If selected for our High School Internship Program, it will require that s/he work after school on Monday through Thursday from 2:00pm to 5:00pm and attend professional development workshops on Fridays. In addition to the commitment during the school year, s/he will work fulltime Monday through Thursday (9am-5pm) during the summer. S/he will also be required to participate in several Urban Alliance activities including, but not limited to, workshops every Friday during the summer.

If selected for our World Bank Summer Internship Program, you agree to allow your student to participate for a summer Internship lasting 8 weeks during which students will work Monday through Friday 9am-5pm. S/he will also be required to participate in several Urban Alliance activities including, but not limited to, weekly professional development workshops.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), as legal parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print student’s name) hereby authorize him/her to participate in the aforementioned activities. I agree to allow any representative of Urban Alliance to obtain his/her educational records including but not limited to: transcripts, quarterly grades, attendance records, schedules, reports and recommendations and to share these records with external research organizations and the National Student Clearinghouse. I certify that the information filled out on the previous pages is correct to the best of my knowledge.

I understand that my student’s Internship opportunity may be terminated at any time if s/he is unable to abide by Urban Alliance policies or demonstration of inadequate performance at the job site. I understand that Urban Alliance promotes self-sufficiency therefore, primary communication must be held between my student and their Program Coordinator.

I also understand that my student’s Internship opportunity may be terminated if I contact his/her jobsite and/or Mentor directly regarding any issues and or concerns. Furthermore, I understand that my concerns must be directed to my student’s Program Coordinator and or the Urban Alliance team, as the Intern is employed by Urban Alliance.  I acknowledge that it is prohibited to contact mentors or jobsites directly as a matter of Urban Alliance policy.

Please select one: 🞎YES, I agree 🞎NO, I do not agree

In addition, I agree to allow him/her to be photographed and/or videotaped and their pictures and experiences to be used in fliers, on web sites, in press releases and other forms of media in support of our program.

Please select one: 🞎YES, I agree 🞎NO, I do not agree

Parent/Guardian’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone # (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone # (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments or Concerns**: \_\_\_\_\_\_**

 **Mandatory Teacher Recommendation**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject(s) taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to reach you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the student: You should choose a teacher that has known you for at least one full academic year. We may contact each of your teachers to discuss your potential participation in the Urban Alliance program. This recommendation is MANDATORY.

To the teacher: Please provide your signature and contact information, along with the recommendation that this student is a good candidate for the Urban Alliance program. Any additional comments about the student would be greatly appreciated. Please address questions to the Urban Alliance office at 202.459.4300.

Please help identify strengths and weaknesses of the applicant so that we may best prepare them for their work environment. Write N/A if you do not have a basis for evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Excellent (Top 5-10%) | Above Average (Top 10-25%) | Average (Top 25-75%) | Needs Improvement (Bottom 25%) |
| Communication skills |  |  |  |  |
| Writing skills |  |  |  |  |
| Work ethic |  |  |  |  |
| Responsibility |  |  |  |  |
| Attendance/ punctuality |  |  |  |  |
| Initiative |  |  |  |  |
| Academic Potential  |  |  |  |  |
| Class participation |  |  |  |  |

Please elaborate on any categories rated “Needs Improvement.” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional Comments: Please tell us why you believe this student is a good candidate for Urban Alliance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Teacher Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mandatory Non-Teacher Recommendation**

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommender’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommender’s Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long recommender has known student: \_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to reach you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the student: For this recommendation, you should choose a counselor, coach, boss, church contact, mentor, etc (but no friends, peers or relatives) that has known you for at least one full academic year to add to your teacher’s recommendation. We may contact him/ her to discuss your potential participation in the Urban Alliance program.

To the recommender: Please provide your signature and contact information along with your recommendation that this student is a good candidate for the Urban Alliance program. Any and all additional information you can provide about the student will be greatly appreciated. Please address questions to the UA office at 202.459.4300.

Please help identify strengths and weaknesses of the applicant so that we may best prepare them for their work environment. Write N/A if you do not have a basis for evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Excellent (Top 5-10%) | Above Average (Top 10-25%) | Average (Top 25-75%) | Needs Improvement (Bottom 25%) |
| Communication skills |  |  |  |  |
| Writing skills |  |  |  |  |
| Work ethic |  |  |  |  |
| Responsibility |  |  |  |  |
| Attendance/punctuality |  |  |  |  |
| Initiative |  |  |  |  |
| Academic Potential  |  |  |  |  |
| Participation |  |  |  |  |

Please elaborate on any categories rated “Needs Improvement.” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please tell us why you believe this student is a good candidate for the Urban Alliance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Recommender Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT NOTE:** Submit this form to Counselor **ONLY** if “*High School Internship*” and/or “*Both*” boxes are checked on page 1.

 **Mandatory Counselor Form**

Eligibility for the Urban Alliance **High School Internship Program** is contingent upon the student having a **half-day/authorized off campus schedule throughout their senior year**. Since our Interns work from 2:00pm-5:00pm, students must be out of school at/before 1:15pm in order to make it to work on time. Please fill out the following information confirming this student’s eligibility for a half-day/authorized off campus schedule during their senior year.

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_

Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counselor Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor email address (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_ Student absences: \_\_\_\_\_\_

Please check the option that best reflects this student’s senior year schedule as it stands right now:

**🞎** This student will have a half-day/authorized off campus schedule from September through June (FULL YEAR).

This student will be dismissed at: \_\_\_\_\_\_\_\_\_\_\_\_\_

**🞎** This student will have a half-day/authorized off campus schedule from September to January. The schedule for

the second half of the year cannot be determined at this time.

**🞎** This student will have a half-day/authorized off campus schedule from January to June.

This student will be dismissed at: \_\_\_\_\_\_\_\_\_\_\_\_\_

**🞎** This student will have a half-day/authorized off campus schedule every other day.

* + Time out day 1: \_\_\_\_\_\_\_\_\_\_
	+ Time out day 2: \_\_\_\_\_\_\_\_\_\_

**🞎**This student **will not** have a half-day/authorized off campus schedule.

**Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*The Urban Alliance would like to give all students the opportunity to participate in our High School Internship Program. Therefore, we greatly appreciate the effort you put in to ensure that students will have and maintain a* half-day/authorized off campus *schedule throughout their senior year.*

*Urban Alliance is the liaison between the Intern and the job site. All questions or concerns should be addressed to Urban Alliance at (202) 459-4300.*

**Counselor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **CONDITIONS FOR ACCEPTANCE TO URBAN ALLIANCE INTERNSHIP PROGRAM** |

Please read the following statements carefully as they constitute conditions for your acceptance as an Urban Alliance Intern. Once the statements are read and initialed, please sign in the space provided. Applications that are not signed will not be processed.

1. The information that I have provided on this application is my own work, factually true and honestly presented.

\_\_\_\_\_\_\_

**Initial**

1. My application is complete. The items below have been provided to Urban Alliance for review (Check off each):

**🞎** Attach **Official Transcript**

**🞎**Contact Information (page 1)

**🞎**School Information (page 2)

**🞎**Family Information with Parent Signature (page 3)

**🞎** Work Information and Personal Information (page 4)

**🞎**Personal Paragraph (page 5)

**🞎**Parent/Guardian Approval and Release (page 6)

**🞎**Mandatory Teacher Recommendation (page 7)

**🞎**Mandatory Non-Teacher Recommendation (page 8)

**🞎**Mandatory Counselor Form [**High School Internship Program Only**] (page 9)

**🞎**Conditions for Acceptance (page 10) \_\_\_\_\_\_\_

 **Initial**

1. In the event that I am accepted, I agree to conform to all Urban Alliance Policies and Procedures that will be outlined in the Pre-Work training. I understand that my Internship opportunity may be revoked at any time due to failure to adhere to the Urban Alliance policies or demonstration of inadequate performance at the job site.

\_\_\_\_\_\_\_

**Initial**

1. I understand that if I am accepted, I am required to:
	1. Work Monday through Thursday from 2:00pm - 5:00pm and attend Friday workshops from 3:00pm - 4:30pm during the school year (*High School Internship Program***).**
	2. Work Monday through Thursday for 8 hours a day and attend Friday workshops from 10:00am – 3:00pm during the summer (*High School Internship Program*).
	3. Work Monday through Friday for 8 hours a day and attend weekly professional development workshops during the summer (*World Bank Summer Internship Program*).

\_\_\_\_\_\_\_

**Initial**

1. Although Urban Alliance makes every effort to accommodate individual preferences for Internship location, I understand and accept the condition that Urban Alliance will make Internship placements based on numerous factors and my first choice Internship is not guaranteed.

\_\_\_\_\_\_\_

**Initial**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Applicant Signature** |  | **Date** |