



## **SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET**

Thank you for your interest in Growth Partnership's 2020 Summer Internship Program sponsored by the Growth Partnership for Ashtabula County and Ashtabula County Businesses.

This Application Packet provides you with the following information:

- 1) Program Introduction
- 2) Eligibility Requirements
- 3) Participant Requirements
- 4) Program Calendar (Timeline & Deadlines)
- 5) Application Instructions & Checklist
- 6) Application & Supplemental Documents

Questions about the Growth Partnership's Summer Internship Program may be directed to: Growth Partnership's Intern Program Director, Georgia Klemencic at [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com) or Growth Partnership Executive Director, Greg Myers at [greg@ashtabulagrowth.com](mailto:greg@ashtabulagrowth.com).



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### 1) Program Introduction

The Partnership's summer intern program offers junior and senior high school students the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of Ashtabula high school graduates and to increase the likelihood that graduates will find jobs in Ashtabula County when their education is completed.

Internships will take place during the summer of 2020. Internships will be available with a variety of employers, ranging from manufacturing to retail to non-profit to medical to professional. In some cases, age limitations may apply. These are paid intern positions, paid by the business sponsor.

To be considered for the program students must meet eligibility requirements. Students accepted in the program and offered an internship must agree to and comply with participant requirements. Eligibility and participant requirements are outlined in sections 2 & 3 in this application packet.

### 2) Eligibility requirements:

For your application to be considered you must meet the following requirements:

- Current junior and senior high school students who **reside** in Ashtabula County (Note: Students can attend any public, private or home school within or outside the county).
- Minimum 2.0 Grade Point Average in your core courses.
- 95% attendance record for the current year and the previous high school year.
- A passing grade in all courses.
- Recommendations from **at least two teachers** who have or have had the candidate in class.
- Sealed transcript from your Guidance Counselor (**with seal signed by your Guidance Counselor**). **Your transcript may be emailed by your Guidance Counselor to [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com)**
- Submit **complete** application by deadline.
- 17 years old by June 1<sup>st</sup> (Please contact Georgia Klemencic if you have questions)

**NOTE:** If you are a home school student, please see the addendum eligibility requirement options.

### 3) Participant Requirements:

If you meet the eligibility requirements and your application is accepted, you must agree to and complete the following requirements to continue the process:

- Submission of required documents by their respective due dates
- Attendance of program workshop
- GP interview participation
- On-site business interviews
- Commitment to 6 to 8-week internship
- Submission of end of program evaluation
- Attendance & participation at the Orientation and Intern Recognition Dinner



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### 4) Program Calendar (Timeline & Deadlines)

When is it Due?	What is Due?	Who is responsible?
<b>January 13, 2020</b> 6:30 PM – 8:00 PM	Open House at Kent State Ashtabula 3300 Lake Rd. W., Ashtabula, OH - Auditorium	All interested intern candidates and parents
<b>February 7, 2020</b> <b>APPLICATION DEADLINE</b> <b>by 5pm / no exceptions</b>	- Completed application ( <b>No Staples</b> ) - Consent and Agreement of Parent /Guardian and Intern - Photo Release form <b>* Late applications will not be considered*</b>	Students meeting eligibility requirements wishing to participate in the program.
<b>February 17, 2020</b> 6:30 – 8:00 PM	<b>INTERVIEW WORKSHOP - Kent State Ashtabula - 3300 Lake Rd. W., Ashtabula, OH Blue/Gold Room</b>	<b>ALL APPLICANTS INVITED via email</b>
<b>February 10 – February 28, 2020</b>	GP Interviews to be conducted <b>at school locations</b> to determine eligibility and acceptance in the program	All intern candidates.
<b>March 9, 2020 - March 27, 2020</b>	Interviews to be conducted by participating businesses, <b>at the business location</b> , to determine if an internship will be offered. On average, there will be 5 different company interviews.	Candidates who have submitted a complete application must participate in these interviews to be eligible for an internship
<b>April 13, 2020 – April 17, 2020</b>	Hiring decisions are the sole responsibility of the business sponsor (employer) and will be communicated to all applicants including those who were not chosen for an internship.	Businesses & Growth Partnership
<b>April 20 - 22, 2020</b>	<b>Deadline</b> - Offers are accepted or rejected * Note: offers may be contingent on passing employer required testing (i.e. drug testing, etc.) *	Intern Candidates
<b>May 4, 2020</b>	Intern Orientation and the Soft Skill Presentation Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula, OH <b>Attendance is mandatory.</b>	Intern candidates who have accepted offers of employment
<b>During the intern's 1st week of internship</b>	Signed Training Plan returned to Georgia Klemencic by all Interns	<b>Intern Responsibility</b>
<b>June</b>	Networking Evening	<b>Interns and Invited Guests</b>
<b>July 13, 2020</b> 8:00 a.m.to 5:00 p.m. Full Day	<b>Workshop</b> Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula, OH – Blue/Gold Room	<b>Participation is required</b> conflicts discussed by June 1 <sup>st</sup> .
<b>July 20, 2020</b> 6:00 – 7:30 PM	Presentation Planning Evening Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula, OH	Interns
<b>July 31, 2020</b>	Presentations to Georgia Klemencic by Captains on a Labeled Flash drive	Intern Team Captain
<b>August 3, 2020</b>	Submit Final Evaluation form – It will be Emailed to you prior to due date	<b>ALL INTERNS.</b> This is required to receive a certificate of completion
<b>August 11, 2020</b> 6:00 PM to 9:00 PM	Intern Recognition Dinner Kent State Ashtabula – Blue/Gold Room	Interns, Parents, Businesses, Special Guests



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### 5) Application Instructions

Review the entire application packet with your parent or guardian. Participation requires commitment. This program is designed to provide you with career education in every aspect from application and interviews to workplace experience, soft skill competencies and one workshop. Absences from these events and work should be kept to an absolute minimum. **It is your responsibility to convey to your interviewer any days/times you are unavailable to work especially remembering such things as another job, family vacations, college orientations, fall sports, band camp and any school activities that may begin prior to the start of the school year. \*If your summer is too busy to fulfill six to eight weeks of an internship, this program may not be suited to you.**

1. Review the current list of available internships. Updates will be emailed to the school guidance counselors and available on our website on November 22, 2019. (Most will not be available until after January 10, 2020). You may choose no more than 3 sponsors as preferred employers to interview with. We will attempt to assign you to your sponsor choices for interviews, but we will not guarantee an interview with all or any of your selections. Expect to interview with at least 5 possible employers.
2. Review the sponsor internship locations. You are responsible for your transportation to and from the employer, job location and any scheduled interviews. If there are locations that would make it impossible for you to accept an internship, please do not select that business as a place to interview.
3. Talk to your guidance counselor and teachers about your recommendations.
4. Complete the application form and all required documents. Forms are provided for your application, guidance counselor certification, and teacher recommendations. Teacher recommendations may be in letter or memo form. Your resume may be in any standard resume format and should list relevant courses, work experience, and volunteer or community service. A sample resume has been included for you to use if you choose. A one-page limit is suggested.
5. Sign and have your parent/guardian sign the Consent and Agreement of Parent/Guardian and Intern as part of your application.
6. Submit your completed application to the Growth Partnership by 5:00 p.m. on Friday, February 7, 2020. Review and complete the application checklist to ensure it is complete. **Note that late or incomplete applications will not be accepted.** Be sure all documents are signed. \* Your complete application may be submitted electronically, by US Postal Service or delivered to the GP office, 35 W. Jefferson St., Jefferson, Ohio 44047. The office will be open from 9 AM to 3 PM on February 6, 2020 and February 7, 2020. You will be notified that your application was received and complete.



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### APPLICATION CHECKLIST

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

School: \_\_\_\_\_

- Your application.
- Your resume.
- Your guidance counselor's certification.
- Your sealed transcript with seal signed by your Guidance Counselor.
- Your Two Teacher's recommendations (guidance counselor notes are not a recommendation).
- Your signed Consent and Agreement of Parent/Guardian and Intern.
- The appropriate Photo Release Form.

Please only return the above forms to [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com), mailed to or hand delivered to 35 West Jefferson St., Jefferson, Ohio 44047 Attn: Georgia

No Staples

Single-sided copies

Deadline: 5:00 p.m. **Friday February 7, 2020**

No Exceptions



**SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET**  
**Internship Application 2020**

Please Print Legibly:

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

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

Your personal email: \_\_\_\_\_

**\* Email will be the primary means of communication. Please ensure you can receive emails from Growth Partnership and Georgia Klemencic. \***

**PLEASE USE A PERSONAL EMAIL AND NOT A SCHOOL EMAIL ADDRESS!!**

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

High School \_\_\_\_\_ Current G.P.A: \_\_\_\_\_

Circle One: Jr. Sr. (Year you will complete in May/June 2020)

I have received a passing grade in all my core high school classes (Yes or No) \_\_\_\_\_

I will be 18 yrs. old or older on 6/1/20 (Yes or No) \_\_\_\_ If no, will you be 17 on 6/1/20 \_\_\_\_\_

*\* Note: if you are not at least 17 years old by 6/1/20, you are not eligible for this program.*

Anticipated Field of Study and/or Interest after Graduation:

\_\_\_\_\_

Why this Field or Interest?

\_\_\_\_\_

\_\_\_\_\_

Your Parent/Guardian contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### Business/Internship Preference List

I am interested in the following Companies and Positions for interviews: (please read and review all the opportunities)

1.

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

2.

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

3.

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_



**SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET**  
**Guidance Counselor Form**

**To be filled out by the Applicant's Guidance Counselor:**

Applicant Name: \_\_\_\_\_

Has the Applicant received a passing grade in all core high school courses? \_\_ Yes \_\_ No

What is the Applicant's core course cumulative GPA? \_\_\_\_\_

What is the Applicant's attendance record for the current year and previous academic year? \_\_\_\_\_  
(expressed as a percentage)

**\*\*Please attach a transcript in a sealed envelope with the seal signed by the guidance counselor.\*\***  
**The guidance counselor may choose to email the transcript directly to Georgia Klemencic at [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com) or MAIL TO GROWTH PARTNERSHIP AT 35 WEST JEFFERSON ST., JEFFERSON, OHIO 44047 ATTN: GEORGIA KLEMENCIC. The student may also deliver or mail the sealed envelope with his/her application.**

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2020. **This is NOT considered a teacher recommendation.**

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Guidance Counselor signature and printed name

Email: \_\_\_\_\_ Phone: \_\_\_\_\_





## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### Teacher Recommendation Form

You are responsible to obtain at least **two** teacher's recommendations. This is in addition to the guidance counselor comments. Please see the guidelines for further information. Make copies of this page as needed or teachers may write a letter of recommendation on school letterhead.

**To be filled out by a teacher of the Applicant (Two teacher recommendations are required)**

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2020.

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Teacher signature

Printed name

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

Phone: \_\_\_\_\_



**SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET**  
**Consent and Agreement of Parent/Guardian and Intern Applicant**

I, \_\_\_\_\_ (Parent or Guardian), give my permission for \_\_\_\_\_ (Applicant's name) to participate in an internship with an Ashtabula County employer during the summer of 2020. If an internship is offered and accepted, I undertake to comply with the terms of the internship and to assist the Applicant in meeting the internship's expectation of him/her.

The Partnership's intern program offers students who reside in Ashtabula County and attend junior or senior high school, (public, private or home schooled), the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of graduates and to increase the likelihood that graduates will find jobs in Ashtabula County when their education is completed.

I understand that the Growth Partnership for Ashtabula County's Internship Program is designed to facilitate an actual workplace experience for the Applicant and that employment and supervision of the Applicant will be by the business participant (Employer) and not by the Partnership.

This Parent/Guardian and Intern Applicant Consent and Agreement is an essential part of the internship. It is intended to state the expectations an Intern's Employer has for the intern and to advance the purposes of the Partnership's Internship Program. In signing this Agreement, both the Applicant and the Applicant's parent or guardian acknowledge these expectations and purposes and agree that the Internship may be revoked at any time for failure to comply with the conditions of the internship, for behavior inconsistent with the expectations or purposes of the internship, or at the request of the employer.

General expectations:

- The Intern shall adhere to all workplace regulations, including health and safety rules of the Employer and to the conditions of the Internship.
- The Intern shall notify his/her supervisor and, if unable to resolve, the Growth Partnership of any concerns or problems that may occur during or related to the Internship.

Safety

- The Intern shall report all workplace injuries to the internship supervisor immediately and shall submit any required accident or injury report to the Employer.

Professionalism:

- The Intern is expected to be on time and to fulfill his/her assigned work schedule. The Intern must follow their employer's policies in the event of absence, including absence because of illness or injury.
- The Intern is always expected to show appropriate respect for others and for himself/herself and to exhibit polite behavior.



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- The Intern is expected to dress appropriately for his/her workplace situation.
- The Intern is expected to treat all business-related operations and communications in the workplace as confidential.

### **Intern Applicant Agreement & Signature:**

I have reviewed the APPLICATION PACKET and agree to adhere to all requirements including the eligibility and participant requirements listed. I understand that the purpose of the Internship is to provide me with real-world experience in the workplace so that I am better prepared for future employment. I also understand that the benefits I receive from this experience will be in direct proportion to how much I put into it and how receptive I am to be learning new skills and to dealing with new people and fellow workers.

In order to achieve this purpose and these benefits, I will adhere to the responsibilities associated with the Internship, and I commit fully to doing my best to meet and exceed its expectations.

I agree to work hard to complete the Internship to the satisfaction of my Employer and myself.

I submit this application and the attached resume and documents for an internship with an Ashtabula County employer during the summer of 2020. I agree to the conditions for the internship and understand that, if granted, it may be revoked for failure to comply with the conditions of the internship, for behavior inconsistent with the expectations of the internship, or at the request of the employer.

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(Intern Applicant signature)

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(Date)

### **Parent or Guardian Agreement & Signature:**

I have read the APPLICATION PACKET and I understand the requirements and expectations of the Internship Program. I hereby give my consent to the Applicant's participation in the Growth Partnership's Internship Program and its associated activities. I agree to use my best efforts to support the Intern as she/he works to adhere to the requirements and meet and exceed the expectations of the Program. I also agree, to the best of my ability, to attend the recognition event to be held at the close of the internship period.

I understand that the internship may be revoked at any time for the Intern's failure to comply with its conditions, for behavior inconsistent with its expectations, or at the request of the Employer. I shall, however, do my best to assist the Intern to complete the Internship to the satisfaction of the Employer and the Intern.

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(Parent or Guardian signature)

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(Date)



**SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET  
PHOTO/VIDEO RELEASE FOR MINOR CHILD OR CHILDREN**

I hereby authorize the Growth Partnership for Ashtabula County, hereafter referred to as "Company," to publish photographs or video taken or created of myself, and our names and likenesses, for use in the Growth Partnership's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Growth Partnership from any reasonable expectation of privacy or confidentiality for me and for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize Growth Partnership to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I, the minor child, nor minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Growth Partnership, its contractors, its employees and any third parties involved in the creation or publication of Company publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor child/children listed below.

**Authorization:**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to Child/Children: \_\_\_\_\_

**Names and Ages of Minor Child/Children:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Growth Partnership for Ashtabula County, Inc. is a 501 (c) (3) non-profit business-led organization dedicated to the retention, growth and attraction of jobs, investment and economic growth in Ashtabula County.

35 W. Jefferson St., Jefferson, Ohio 44047 [www.ashtabulagrowth.com](http://www.ashtabulagrowth.com) 440-576-9126



**SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET**  
**Photo/Video Release Form**

**AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL**

I, \_\_\_\_\_,

hereby authorize the Growth Partnership for Ashtabula County (GP) to use, reproduce, and/or publish photographs and/or video that may pertain to me ...including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the Growth Partnership for Ashtabula County's Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the Growth Partnership may publish materials, use my name, photograph, and/or reference me in any manner that the GP deems appropriate in order to promote/publicize service opportunities. These may be publicized at public events, member events or on the GP website.

**Authorization:**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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35 W. Jefferson St., Jefferson, Ohio 44047 [www.ashtabulagrowth.com](http://www.ashtabulagrowth.com) 440-576-9126



## SUMMER INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### SAMPLE RESUME

NAME

City, State Zip

Cell: 123-456-7891; Email: [professional\\_email\\_address\\_name@gmail.com](mailto:professional_email_address_name@gmail.com)

[Do not use a school email address](#)

### PROFILE

An enthusiastic student with exceptional communication and organizational skills to execute effectively and efficiently on projects. Proven ability to create strong collaborative relationships while working on teams. **THIS EXPLAINS YOUR PASSION**

Goal and Detail Oriented  
Accountable

Exceptional Communication Skills  
Creative and Effective Student

Quick Learner  
High Energy

### **ADJECTIVES AND PHRASES THAT DESCRIBE YOU**

### EDUCATION

Name of High School

Town, OH

2017 – Present

#### ***General Studies***

Relevant Classes: **LIST ANY CLASSES, COURSES THAT SPEAK TO SKILL SETS; ANYTHING THAT RELATES TO: HANDS ON SKILLS LIKE WELDING, AUTO SHOP. BE SURE TO ADD ALL COMPUTER CLASSES, AND MARKETING, MEDIA, INTERPERSONAL COMMUNICATIONS, JOURNALISM, MATH SKILLS, SCIENCE AND TECHNOLOGY, FOREIGN LANGUAGE SKILLS, ETC.**

Expected Graduation Date:

### EXTRACURRICULAR ACTIVITIES

Volleyball

- Team captain.

Name of High School

2018 – 2020

Present

National Honors Society

- List any offices held.

Name of High School

2019 – Present

Varsity Cheerleader

Name of High School

2017 – Present



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- Co-Captain Present
- Varsity letter 2 years

**LIST ALL YOU DO AND IN WHAT CAPACITY (PRESIDENT, LEADER, CAPTAIN, ETC) IF IT APPLYS. ALSO ADD COMMUNITY SERVICE WORK, PARTICIPATION IN CHURCH ACTIVITIES IF IT APPLYS**

### **WORK EXPERIENCE (list all)**

Ashtabula County Humane Society CITY, OH 2018 – Present

- Maintained an exercise regimen for the animals, in all weather.
- Maintained a sanitary environment for the animals and customers.
- Assisted at the Reception Desk

Ashtabula County Food Bank CITY, OH 2017 - Present

- Stocked shelves and helped clients

**A ONE-PAGE RESUME IS RECOMMENDED, NO MORE THAN 2**