



Expanding Horizons Internships 2020 Application Part II

Office Use Only

PS: _____

ASA: _____

ASB: _____

ASC: _____

ASD: _____

Completed application must be postmarked by 1/31/20. Incomplete submissions will not be considered.

Name: _____ School: _____

Email: _____ Grade: _____

1. Attendance - Are you able to attend all mandatory seminars and work dates? Yes No

2. Transportation - How would you get to the seminars and job site? _____

3. Work Experience - List any paying jobs you have had, if any. Babysitting or tutoring your siblings/relatives count. Work experience is not required to be accepted into program.

Employer (Organization/Company)	Your Position/Title	Dates you worked
Duties/Responsibilities:		
Duties/Responsibilities:		

4. Skills/Abilities - List some of your skills and abilities (include languages, software programs, typing skills, coding, etc.):

5. Activities - List any extracurricular activities that you have been involved in. Include your involvement with sports, clubs, and any leadership positions you have held. Non- school activities count too.

Name of Activity	Years of Participation	Awards and Recognition

6. Volunteer Experience - List any volunteer work in which you have participated.

Organization	Your Position/Title	Dates of Volunteer Work
Duties/Responsibilities:		
Duties/Responsibilities:		

7. Interests - List some of your interests (i.e. sports, coding, photography, poetry, arts, etc.):

- 8. Letters of Recommendation** - Enclose two letters of recommendation. One letter should be from a teacher, school counselor, principal, or other school administrator (must be on official school letterhead). Recommendations from friends or family members will not be accepted. The letters should describe why you are qualified to participate in the Expanding Horizons Internships program. Recommenders can email letter as **attachment** to sean-michael@crf-usa.org.
- 9. Getting to Know You** – Respond to ONE of the following questions. Must be typed and a minimum of one page. Enclose your respond with application.
- Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
 - The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
 - Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
 - Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
 - Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- 10. Unofficial Transcripts** – Submit a copy of your unofficial transcript with the application. You can request it from your school counselor, but it may take a few days for you to receive it.
- 11. Important Documents Required** - If you are invited to the interview phase of the application process, you must submit proof of eligibility to work in the U.S. (social security card and passport/ID).
- 12. Student Signature** – Read statement below and sign.

I certify that all the information provided is complete and accurate to the best of my knowledge.

Student Signature

Printed Name

Date

Applicant Checklist

Make sure to fully complete and submit everything listed below by **January 31, 2020**. Incomplete submissions won't be considered.

- Application Part I** - must be completed and submitted online
- Application Part II** - must be complete and include the following:
 - Two letters of recommendation (see item #8 above)
 - Getting to Know You (see item #9 above)
 - Unofficial transcript (see item #10 above)
- Parent/Legal Guardian Agreement Form** - must be signed by parent or legal guardian

Mail (postmarked by January 31, 2020) **Application Part II** and **Parent/Legal Guardian Agreement Form** to:

CRF/Expanding Horizons Internships
601 S. Kingsley Drive
Los Angeles, CA 90005

If you have any questions, contact Sean-Michael at sean-michael@crf-usa.org or (213) 316-2109.



2020 Parent/Legal Guardian Agreement Form

Applications will not be taken into consideration if this Parent/Legal Guardian Agreement Form with signature is not submitted. Your signature below indicates that you have read and understood the agreement, and that you are willing to abide to the terms thereof.

1. In order for Constitutional Rights Foundation (CRF) to consider your child’s application:
 - a) Must meet all required criteria.
 - b) Must submit proof of employment eligibility in the U.S. — your child must have a copy of their social security card along with a copy of school/CA ID or unexpired US Passport.
2. Your child will have the option to select his/her first preference of program dates, but CRF cannot guarantee his/her first preference. Review both dates for Group A and Group B with your child and be aware and understand that there are two required components, seminars and internship, to the program that they must abide to:

Group A: Seminars April 21 to July 17* Internship Dates – June 18 to July 15*

Group B: Seminars May 28 to August 14* Internship Dates – July 16 to August 12*

*Dates are subject to change.

3. Your child must attend all seminars and work dates. If your child is absent to more than one seminar he/she will be dropped from the program and will not receive the paid summer internship position. Schedule any doctor’s/dentist’s appointments on non- seminar/working days if possible and always provide a note if your child misses a seminar.
4. The program is free but all transportation expenses to and from seminars and work must be provided by parent/legal guardian.
5. If for some reason your child is unable to complete the program, it is your responsibility to notify CRF staff about this as soon as possible.

I give permission for my son/daughter to apply for and if selected to participate in CRF’s Expanding Horizons Internships, we will submit all required documentation. I certify that I have read and understand the agreement, and that I will abide to the terms thereof.

Student Name: _____

Occupation of mother/guardian: _____ Occupation of father/guardian: _____

Parent/Legal Guardian Printed Name: _____ Phone Number:(____)_____

Parent/Legal Guardian Signature: _____ Date: _____

2020 Contrato para padres de familia o guardián legal

Ninguna aplicación será considerada sin la firma del padre o tutor legal. Al firmar este documento usted declara haber leído y comprendido este contrato y está dispuesto a cumplir los términos y objetivos de los mismos.

1. Para que la aplicación de su hijo/a sea considerada:
 - a) Debe cumplir con todos los criterios requeridos.
 - b) Debe tener prueba de elegibilidad para empleo en los Estados Unidos — su hijo/a tiene que incluir una copia de la tarjeta de seguro social de su hijo/a junto con una copia de identificación (ID) de la escuela, de California, o pasaporte valido de los Estados Unidos.
2. Su hijo/a tendrá la opción de seleccionar su preferencia entre el Grupo A o B pero CRF no puede garantizar que su hijo/hija sea elegido/a para ese grupo. Lea los dos calendarios, Grupo A y B, con su hijo/a y sea consiente que el programa está dividido en dos partes y su hijo/hija debe comprometerse a los dos:

Grupo A: Talleres 21 de abril – 17 de julio* y trabajo de verano 18 de junio – 15 de julio*

Grupo B: Talleres 28 de mayo – 14 de agosto* y trabajo de verano 16 de julio – 12 de agosto*

*Las fechas están sujetas a cambios.
3. Si su hijo/a falta a más de un taller educativo él/ella será dado de baja del programa y no recibirá la oportunidad de una pasantía de verano. Se aconseja que citas de doctor o dentista se hagan durante los días u horas que no interfieran con talleres de trabajo.
4. El programa es gratis, pero el costo de transportación a los talleres educativos o al lugar de la pasantía será proveído por usted.
5. Si por alguna razón su hijo/a ya no puede terminar el programa es su responsabilidad de notificar al Administrador del Programa rápidamente.

Mi hijo/a tiene mi consentimiento de aplicar y si es seleccionado/a, a participar en el programa de CRF's Expanding Horizons Internships, yo certifico haber leído y comprendido este contrato y estoy dispuesto a cumplir con los términos y obligaciones de este contrato.

Nombre del estudiante: _____

Nombre (en letra de molde) (_____) _____
Número de Teléfono

Ocupación de la madre/guardián Ocupación del padre/guardián legal

Firma del padre/ guardián legal

Fecha