

Leadership Lorain County Internship Application Summer 2017

Student Eligibility Criteria:

Residency: Only applicants who maintain primary residence within Lorain County are eligible.

Graduation: High School Diploma

College/University Enrollment: Currently enrolled in an accredited college or university and having completed at least one year of college course work (entering your sophomore year), or graduated and enrolled in an advanced degree program.

**All applicants must be 18 + years old.

Intern Responsibilities before and during the program:

- Completion of the formal application form.
- Completion of an initial screening interview with the Internship Coordinator.
*Professional dress required.
- Completion of at least two interviews with an agency intern site supervisor.
*Professional dress required.
- Completion of the 10-week (up to 400 hour) internship experience.
 - ~ Intern is expected to work the same hours as his/her sponsoring agency.
 - ~ Any overtime, travel expenses, or holiday time is handled by the agency and may be paid or handled as "comp time".
- Mandatory attendance at the all-day Student Orientation on May 26th, 2017.
- Mandatory attendance at the 10 weekly intern meetings sponsored by LLC. The intern meetings provide an opportunity to learn more about Lorain County, gain leadership skills, and meet local leaders. Meetings and locations will be announced no later than Orientation. (Note that most meetings will take place during the work day. There will be at least one exception, where the weekly meeting will take place in the evening.)
- Students must have access to a car or other ways of reliable transportation.
- Interns must submit 10 weekly progress reports and time sheets to the Senior Intern in a timely manner.
- Interns must participate in the Internship Program's public service project.
- Interns are required to take part in the LLCIP evaluation process.
- Interns must attend the Graduation Recognition Celebration on August 2nd, 2017.
- Vacations are highly discouraged. If you plan to be absent at any time throughout the program the dates must be submitted, in writing, in advance and agreed upon by both your site supervisor and the internship coordinator, understanding that any loss of hours may result in loss of pay.
- Your Intern site and/or LLC may require preliminary or random drug testing throughout the program.
- The 10-week internships must be completed between May 22, 2017, and August 11th, 2017.

Section One: Background Information

Personal Information:

Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Cell) _____ (Other) _____

E-mail: (Please list accounts that you will be able to check now and weekly throughout the summer)

• _____

• _____

Permanent Lorain County Address: _____

Permanent Telephone: _____

Best way to contact you: PHONE TEXT EMAIL

Are you a Lorain County Resident? YES NO

**IF YOU ANSWERED NO, DO NOT CONTINUE.
ONLY LORAIN COUNTY RESIDENTS ARE ELIGIBLE.**

Have you ever had a felony conviction? YES NO

Educational Institutions:

Name of High School: _____ Year of Graduation: _____

Current College/University: _____

What degree is expected: _____ Expected Graduation Date: _____

Will you be receiving college credit for this internship? YES NO

GPA: _____ on a scale of: _____

If in an advanced degree program, what school did you attend as an undergraduate:

GPA: _____ Graduation Date: _____

Allergies: _____

How did you hear about the Leadership Lorain County Internship Program: _____

Please list other internships you have completed:

- _____
- _____
- _____

Section Two: Personal Assessment

Personal Essay

Please attach a double spaced essay of 500 words or less explaining your particular skills and interests in applying for an internship specific or not specific to your major.

Volunteer Experience

Please list all volunteer positions you have held (High School - Current):
(You may attach a separate list if needed)

- _____
- _____
- _____
- _____
- _____

Section Three: Additional Requirements

Up-to-date resume

Please attach an up-to-date copy of your resume

Two (2) letters of recommendation.

Please attach two (2) letters of recommendation from non-family members. You may use teachers, club advisors, supervisors or volunteer coordinators.

All applications are due no later than March 3rd, 2017

No incomplete application will be considered. You must submit all three sections by the deadline to be eligible.

Applications may be emailed to: jennifer@leadershiploraincounty.com

Or download the application and send it to:

Attention Jennifer Gercak
Leadership Lorain County
201 Burns Rd.
Elyria, OH 44035