



## 2012 High School Summer Intern Program APPLICATION

Instructions: Please complete this application if you wish to be considered for the 2012 Yolo County High School Summer Intern Program. This application will be evaluated on the completeness and quality of your responses. Those students that we consider to be the best candidates for the program will be invited to an interview. Interviews are tentatively scheduled for June 5<sup>th</sup> – 7<sup>th</sup>.

### PERSONAL INFORMATION

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (Including City/State/Zip): \_\_\_\_\_

NAME OF HIGH SCHOOL: \_\_\_\_\_

DATE OF GRADUATION: \_\_\_\_\_

Are you a current Yolo County Resident?     yes     no

HOURS AVAILABLE:

From: \_\_\_\_\_ To: \_\_\_\_\_    From: \_\_\_\_\_ To: \_\_\_\_\_    From: \_\_\_\_\_ To: \_\_\_\_\_    From: \_\_\_\_\_ To: \_\_\_\_\_    From: \_\_\_\_\_ To: \_\_\_\_\_  
MONDAY                      TUESDAY                      WEDNESDAY                      THURSDAY                      FRIDAY

*(The Summer Intern Program is an eight-week program starting June 11 and ending August 2.)*

### VOLUNTEER EXPERIENCE

(Previous or Current, if any)

ORGANIZATION: \_\_\_\_\_ DATES: \_\_\_\_\_

DUTIES: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ DATES: \_\_\_\_\_

DUTIES: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ DATES: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**SKILLS AND ABILITIES**

(Please check all that apply.)

Office Work:

- data entry
- filing
- typing (Estimated WPM: \_\_\_\_\_)
- mailing
- multi-phone lines
- 10-key calculator
- photocopying

Computers:

- Word
- Publisher
- Excel
- Photoshop
- web page development
- blogs
- social networking pages (i.e., Myspace, Facebook)

Maintenance:

- kennel attendant
- carpentry
- painting
- auto/small engine repair
- mowing
- planting flowers/shrubs

Foreign Language:

- speak: \_\_\_\_\_
- read: \_\_\_\_\_
- write: \_\_\_\_\_

Creative Arts:

- photography
- videography
- graphic arts

**PLEASE RETURN THIS APPLICATION AND THE COMPLETED SUPPLEMENTAL QUESTIONNAIRE TO THE COUNTY OF YOLO HUMAN RESOURCES DEPARTMENT NO LATER THAN 5PM ON MONDAY, MAY 21, 2012. INCOMPLETE APPLICATIONS AND/OR QUESTIONNAIRES WILL RESULT IN AUTOMATIC DISQUALIFICATION FROM FURTHER CONSIDERATION FOR THE PROGRAM.**

You may submit your application in person or by mail to 625 Court Street, Room 101, Woodland, CA 95695, by e-mail to [jenny.brown@yolocounty.org](mailto:jenny.brown@yolocounty.org), or by fax at (530) 666-8049.

**THANK YOU!!**

## YOLO COUNTY HIGH SCHOOL INTERN PROGRAM

### SUPPLEMENTAL QUESTIONNAIRE

*Please attach your typed responses to the following questions on a separate sheet of paper. This questionnaire must be completed in order for your application to be considered complete. Applications that are turned in without responses to the questionnaire will be rejected.*

1. Please tell us why you applied for the Yolo County High School Intern Program.
2. What are your college and/or career goals?
3. Please describe your computer skills as they relate to various software proficiency levels as well as any other activities you do on the computer?
4. You are applying for an eight week internship program that begins on June 11<sup>th</sup> and ends on August 2<sup>nd</sup>. Participants are expected to attend a mandatory orientation on the evening of June 11<sup>th</sup>, volunteer in their assigned department a minimum of five hours per week, and attend a two-hour learning activity every week. Are you able to make this time commitment to the program? If so, are there any scheduling considerations we should be aware of (i.e. summer schools, sports activities, etc.)?
5. Are you able to work anywhere in Yolo County (i.e. Woodland, West Sacramento, Davis, Esparto)? If not, what geographical areas are you available to work in?
6. Will you have transportation available to you to attend all program events and volunteer assignments?

**Thank you for taking the time to thoughtfully complete this questionnaire! ☺**