



GEAUGA GROWTH PARTNERSHIP, INC.

INTERNSHIP PROGRAM 2017 APPLICATION PACKET

Thank you for your interest in Geauga Growth Partnership's 2017 Internship Program sponsored by the Geauga Growth Partnership and Geauga 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 GGP Internship Program may be directed to:

GGP Internship Program Coordinator, Georgia Klemencic, at gklemencic@geaugagrowth.com or
GGP President, Tracy Jemison, at tjemison@geaugagrowth.com



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1) Program Introduction

The Partnership's 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 Geauga County high school graduates and to increase the likelihood that graduates will find jobs in Geauga County when their education is completed.

Internships will take place during the summer of 2017. Internships will be available with a variety of employers, ranging from manufacturing to retail to non-profit. In some cases, age limitations may apply. These are paid intern positions.

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 Geauga 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.**
- Submit complete application by deadline.
- 17 years old by June 1, 2017.

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 (2) two program workshops
- GGP 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



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4) Program Calendar (Timeline & Deadlines)

When is it Due?	What is Due?	Who is responsible?
January 23, 2017	Open House at Kent State Geauga Campus	All Interested Intern Candidates
February 24, 2017 by 5pm	- Completed application (<i>No Staples</i>) - Consent and Agreement of Parent/Guardian and Intern - Photo Release form <i>*Late applications will not be considered*</i>	Students meeting eligibility requirements wishing to participate in the program.
March 6 – March 17, 2017	GGP Interviews to be conducted to determine eligibility and acceptance in the program	All intern candidates.
March 24 through April 14, 2017	Interviews to be conducted by participating businesses to determine if an internship will be offered. On average this will consist of 4 interviews.	Candidates who have been accepted in the program must participate in these interviews to be eligible for an internship
April 19, 2017	Company selections to Georgia	All intern candidates
April 27 – May 5, 2017	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 & GGP
May 8 – May 10, 2017	Offers are accepted or rejected <i>* Note: offers may be contingent on passing employer required testing (i.e. drug testing)*</i>	Intern Candidates
May 22, 2017	Intern Orientation and the Soft Skill Presentation at KSU – Geauga campus. Attendance is mandatory.	Intern candidates who have accepted offers of employment
During the 1st week of internship	Signed Training Plan returned to Georgia Klemencic	Intern
June 26, 2017 and July 24, 2017. 8:00 a.m.to 11:30 a.m.	Workshop #1 at Newbury Business Park 12373 Kinsman Road Building C, Newbury – Large Conference Room Workshop #2 at Kent State Geauga Campus, Clark Commons, 14111 Claridon-Troy Rd, Burton, OH.	Participation is required unless conflicts have been communicated to and approved by Internship Program Coordinator, Georgia Klemencic, prior to June 1, 2017.
August 4, 2017	Submit presentation to Georgia by Team Captain	Intern Team Captain
August 4, 2017	Submit Final Evaluation form	All interns. This is required to receive a certificate of completion
August 10, 2017	Intern Recognition Dinner	Interns



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5) Application Instructions

1. 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 two workshops. 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.
2. Review the current list of available internships. Updates will be emailed to the school guidance counselors and available on our website on January 24, 2017. You may choose several sponsors as preferred employers. We will attempt to assign you to your sponsor choices, but will not guarantee an interview with all or any of your selections. Expect to interview with at least 4 potential employers. * **If you are a returning applicant, you will not be placed at your previous sponsoring business.**
3. 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.
4. Talk to your guidance counselor and teachers about recommendations.
5. 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.
6. Sign and have your parent/guardian sign the Consent and Agreement of Parent/Guardian and Intern as part of your application.
7. Submit your completed application to the Geauga Growth Partnership by 5:00 p.m. by **Friday, February 24, 2017.** 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 GGP office, 12373 Kinsman Rd., C-106, Newbury, Ohio. The office will be open from 9 AM to 5 PM on February 23, 2017 and February 24, 2017. You will be notified that your application was received and complete.



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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/items to Georgia Klemencic

No Staples

Single-sided copies

Deadline: 5:00 p.m. Friday February 24, 2017



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Internship Application 2017

Please Print.

Last Name: _____ First Name: _____

Cell phone _____ Home Phone _____

Your email: _____

*** Email will be the primary means of communication. Please ensure you can receive email from GGP.***

Your Address: _____

High School _____ Current G.P.A: _____

Circle One: Jr. Sr. (Year you will complete in May/June 2017)

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 6/1/17 (Yes or No) _____ If no, will you be 17 on 6/1/17 _____

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

I HAVE PARTICIPATED IN GGP'S CAREER READINESS PROGRAMS: (Yes/No) _____

Please check all years you in which participated: Sophomore _____ Junior _____ Senior _____

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: _____



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Business/Internship Preference List

I am interested in the following internships: (please read and review all the opportunities)

1.

Position: _____

Company: _____

Reason: _____

2.

Position: _____

Company: _____

Reason: _____

3.

Position: _____

Company: _____

Reason: _____



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Guidance Counselor Form

Applicant to obtain the following information from their Guidance Counselor

Applicant Name: _____

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

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 gklemencic@geaugagrowth.com or MAIL TO GGP AT 12373 KINSMAN RD #C-106, NEWBURY, OH 44065 ATTN: GEORGIA KLEMENCIC**

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2017. **This is NOT considered a teacher recommendation.**

Guidance Counselor signature and printed name

Email: _____ Phone: _____



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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 2017.

Teacher signature

Printed name

Email: _____

Phone: _____



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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 a Geauga County employer during the summer of 2017. 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 Geauga 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 Geauga County when their education is completed.

I understand that the Geauga Growth Partnership'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 Geauga 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 expected to show appropriate respect for others and for himself/herself and to exhibit polite behavior at all times.
- 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.



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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 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 a Geauga County employer during the summer of 2017. 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.

(Intern Applicant signature)

(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 Geauga 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.

(Parent or Guardian signature)

(Date)



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PHOTO/VIDEO RELEASE FOR MINOR CHILD OR CHILDREN

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

I hereby release and hold harmless Geauga 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 Geauga 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 Geauga 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 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: _____

Geauga Growth Partnership, 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 Geauga County.

12373 Kinsman Rd. C-106, Newbury, OH 44065 www.geaugagrowth.com 440-564-1060



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Photo/Video Release Form

AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL

I, _____,
hereby authorize the Geauga Growth Partnership (GGP) 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 Geauga Growth Partnerships Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the Geauga Growth Partnership may publish materials, use my name, photograph, and/or make reference to me in any manner that the GGP deems appropriate in order to promote/publicize service opportunities. These may be publicized at public events, member events or on the GGP website.

Authorization:

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

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SAMPLE RESUME

NAME

City, State Zip

Cell: 123-456-7891; Email: professional_email_address_name@gmail.com

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

Berkshire High School

Burton, OH

2013 – Present

General Studies

Relevant Classes: **ANY CLASSES, ACTIVITIES THAT SPEAK TO SKILL SETS; BE SURE TO ADD ALL COMPUTER CLASSES; ANYTHING THAT RELATES TO: MARKETING, MEDIA, INTERPERSONAL COMMUNICATIONS, JOURNALISM, MATH SKILLS, SCIENCE AND TECHNOLOGY, FOREIGN LANGUAGE SKILLS, ETC**

GPA:

Expected Graduation Date:

EXTRACURRICULAR ACTIVITIES

Volleyball

- Team captain.

Berkshire High School

2014 – 2017

National Honors Society

- List any offices held.

Berkshire High School

2015 – Present

Varsity Cheerleader

- Co-Captain
- Varsity letter 3 years

Berkshire High School

2015 – Present

LIST ALL YOU DO AND IN WHAT CAPACITY (PRESIDENT, LEADER, CAPTAIN, ETC)

WORKING EXPERIENCE (list all)

Geauga County Humane Society

Volunteer

Chardon, OH

06/2015 – Present

- Responsible for feeding up to 30 animals per day.
- Maintained an exercise regimen for the animals, in all weather.
- Maintained a sanitary environment for the animals and customers.

Geauga County Food Bank

Volunteer

Chardon, OH

04/2016 – Present

- Volunteered to collect non-perishable items for the less fortunate
- Stocked shelves and helped clients

“A ONE-PAGE RESUME IS RECOMMENDED”



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Intern Evaluation Form

Intern name: _____

Intern Supervisor: _____

Company: _____

1. Were you adequately prepared to perform Internship tasks? Yes No Why/Why Not?

Comment: _____

2. Did the Company provide the job orientation and guidance needed to do your job? Yes No

Comment: _____

3. Were the Intern Supervisor and other company personnel helpful in strengthening your skills?
 Yes No

Comment: _____

4. What skills did the Internship give you or help you improve? Please be as specific as possible. Give examples: _____

5. What did this internship help you discover about yourself? _____



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6. Overall, on a scale of 1 to 5, how would you rank your Internship experience?

Unsatisfactory

1

2

3

4

Highly satisfactory

5

Comment: _____

7. Would you participate in the Internship Program again or recommend the program to other students?

___ Yes ___ No

Comment: _____

8. What are your suggestions for improving the Internship Program?

If you have a testimonial statement that we could use in future marketing, we would appreciate it here:

Thank you!

Please return this evaluation **by August 4, 2017** to:

Georgia Klemencic, Internship Program Coordinator

Geauga Growth Partnership, Inc.

12373 Kinsman Road C-106, Newbury, Ohio 44065 or

gklemencic@geaugagrowth.com