



## Citizens for Better Community Internship Application

[www.cbcsfbay.org](http://www.cbcsfbay.org)

Dear Prospective Intern:

Thank you for your interest in our Summer Internship Program. ***Citizens for Better Community*** is pleased to offer a comprehensive program that secures local internship opportunities for high school and college students in various city and political offices throughout the San Francisco Bay Area.

Please note that this application is for high school and college students who are **at least 16 years old, currently enrolled as a junior/senior in High School, or in College.** While the minimum required age is 16, exceptions may be considered for students with past leadership experience.

When sending your application, please make sure to include:

1. An official transcript confirming a minimum 3.0 GPA.
2. Two letters of recommendation from a school faculty member, work supervisor or mentor.
3. Application form below, fully completed.
4. CBC Internship Liability Waiver form.
5. A one-page essay providing the reason as to why you are a good candidate and your expectation from this internship experience.
6. Please see the accompanying flyer for additional requirements.

All parts of the application must be submitted by email to:

[charlesliu1200@yahoo.com](mailto:charlesliu1200@yahoo.com)

**Application packet must be received by March 30<sup>th</sup>, 2019**

Please feel free to contact me if you have any questions by phone at 510-938-6668 or by e-mail at [charlesliu1200@yahoo.com](mailto:charlesliu1200@yahoo.com). We look forward to receiving your application.

Sincerely,  
Charles Liu  
Internship Committee Chair



**CITIZENS FOR BETTER COMMUNITY  
SUMMER INTERNSHIP PROGRAM – 2019  
APPLICATION**

◆ Please fill out electronically. Email the completed application and all accompanying documents to: [charlesliu1200@yahoo.com](mailto:charlesliu1200@yahoo.com)

**Application packet must be received by 3/30/2019**

◆ **GENERAL INFORMATION**

**Name** Chinese Name (if any, in Chinese): \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**Gender** Female: \_\_\_\_\_ Male: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Citizenship Status**  
U.S. Citizen: \_\_\_\_\_ Permanent Resident: \_\_\_\_\_

**Current Address**  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Current Contact**  
Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell phone: \_\_\_\_\_

◆ **EMERGENCY CONTACT INFORMATION: (Parents or Guardians)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ CBC Member: Yes \_\_\_ No \_\_\_



◆ **EDUCATION BACKGROUND**

**Current School**

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

Location: \_\_\_\_\_

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

Current Grade: Jr. \_\_\_ Sr. \_\_\_ College: \_\_\_ Overall GPA: \_\_\_\_\_

◆ **COMMUNITY SERVICE/PAST LEADERSHIP EXPERIENCE**

Please list any experiences in community services or leadership \_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

◆ **ADDITIONAL INFORMATION FOR PLACEMENT PURPOSES**

Please list computer/technical skills, foreign language proficiency level, research skills, and any other special skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

◆ **STUDENT CERTIFICATION**

- I understand that this application, including all accompanying documents, become the property of Citizens for Better Community and will be shown to the potential supervisors of my internship. I will not request that the materials be returned to me or be transferred to other institutions or potential employers.
- I certify that the information submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that CBC may incur as the result of any misrepresentation, omission or false information that I have provided on this application.



- Should I suffer any personal injuries, health problems or physical illness during my internship, I understand that it will be my total responsibility to pay for all related medical expenses.
- I understand that CBC is not responsible for any loss, theft or damage to my personal property during the term of my internship.

Name of applicant (print): \_\_\_\_\_

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

◆ **APPLICATION CHECKLIST**

Please make a copy of the completed application for your records. Please include the following items:

- ✓ Application form
- ✓ Liability Waiver form
- ✓ Official transcript
- ✓ Two letters of recommendation (from school faculty, work supervisor, or mentor)
- ✓ One page essay (typed) addressing what makes you a good candidate and what you hope to gain from this internship program

◆ **Additional Information:**

How did you find out about the CBC Summer Internship Program?

Newspaper: _____	CBC Website: _____
Friend or family member: _____	Campus presentation: _____
Flyer: _____	Other: _____