

<b>2012 Intern Application</b>
<b>Leadership Lorain County Internship Program</b>
<b>(LLCIP)</b>

## INTERN APPLICATION FORM

### Student Eligibility Criteria

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

**College/University Enrollment:** Currently enrolled and having completed at least one year of college course work, or graduated and enrolled in an advanced degree program.

### Intern Responsibilities

- 1.) Completion of the **10-week** (either full-time or part-time 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”.
  
- 2.) **Mandatory** attendance at one **Orientation Meeting** and **8 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 are usually held on Wednesdays from 4:00 to 5:30 p.m. Locations will vary as well as time alterations.
  
- 3.) Interns must submit 10 weekly progress reports to Leadership Lorain County in a timely manner.
  
- 4.) Interns must participate in the **LLCIP community service project**. The project will have the following criteria: 1.) A positive affect on Lorain County and 2.) Be completed as part of the “Intern Team” and 3.) The project must be completed by August 17, 2012.
  
- 5.) Interns are expected to present their internship experience/s at the graduation celebration event.
  
- 6.) Interns are required to take part in the LLCIP evaluation process during the last session day.

### Section 1: Background Information

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

Current Home Address: \_\_\_\_\_

Current Home Telephone: \_\_\_\_\_

E-mail: (please list accounts that you will be able to check now and weekly throughout this winter, spring and summer) \_\_\_\_\_

College/University Address: \_\_\_\_\_

Current Cell Phone Number: \_\_\_\_\_

Are you a Lorain County Resident?            YES ( )      NO ( )

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

The 10-week internships must be completed between June 11, 2012, and August 17, 2012.

**Orientation will be held Monday, June 11, 2012 from 9:00am until 11:00am.** This date is **mandatory** for all interns to attend. Some arrangements may be considered if you are still attending classes on your campus.

Have you ever had a felony conviction?            YES ( )      NO ( )

**Educational Institution:**

From what high school did you graduate? \_\_\_\_\_ Yr. of Graduation \_\_\_\_\_

At what college/university will you be enrolled post internship?

\_\_\_\_\_

What degree is expected? \_\_\_\_\_

When is your expected graduation date? \_\_\_\_\_

Will you be receiving college credit for this internship? Yes \_\_\_\_\_ No \_\_\_\_\_

GPA: \_\_\_\_\_ on a scale of \_\_\_\_\_

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

\_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Scale: \_\_\_\_\_

How did you hear about the Leadership Lorain County Internship Program?

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Please list other internships you have completed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Section 2: Essay**

### **A. Personal Assessment**

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.

### **B. Volunteer Experience**

Please list all volunteer positions you have held through high school and to the present time.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **Section 3: Additional Requirements**

*Please include an up-to-date resume with this application.*

Please submit **three** letters of recommendation. Each may be mailed separately; however, each must arrive by **March 2, 2012**, which is also the **application deadline**.

**Send your completed application, attachments and cover letter to:**

**Leadership Lorain County Internship Program  
201 Burns Road  
Elyria, Ohio 44035  
Attention: Clare Cygan Young**