

## SSA 2018 Summer Youth Internship Application

Program dates: **Monday, June 18 through Friday, August 10.**

Applicants to the **SSA 2018 Summer Youth Internship Program** must:

- Be entering their senior year of high school or enrolled in a community college or undergraduate program for the **2018-2019 school year**;
- Have at least 6 months of paid or unpaid experience related to the position(s) for which they are applying;
- Attend an in-person interview at 2000 San Pablo Ave if selected (students attending a school located more than 50 miles from Oakland will be given the option of a phone/virtual interview);
- Be available for the duration of the 8-week program (with limited exceptions);
- Be willing to complete all pre-employment conditions as required by the County of Alameda and the Social Services Agency;
- Complete and submit this application form by **Friday, April 20, 2018**. Applications must be RECEIVED by the Office of Public Affairs by this date. Mailed submissions must be **postmarked by Friday, April 20, 2018**.

Forms may be submitted by email attachment to [andwong@acgov.org](mailto:andwong@acgov.org)

or mailed to: Alameda County Social Services Agency  
Office of Public Affairs  
Attn: A. Wong, A007  
2000 San Pablo Ave, Suite 445  
Oakland, CA 94612

Cover letters and resumes in addition to this form will be accepted but are not mandatory.  
A limited number of internships are available. The best qualified candidates will be invited for an interview.  
Please contact coordinator Andrea Wong with questions at (510) 271-9163 or [andwong@acgov.org](mailto:andwong@acgov.org)

For details on available positions: <http://www.alamedasocialservices.org/public/services/community/internships.cfm>

### CONTACT INFORMATION

Mr  Ms.  Full Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Best time for you to be reached: \_\_\_\_\_

### AREAS OF INTEREST

Please check the position for which you would like to be considered (you may check more than one):

- Special Project Clerk – Workforce & Benefits Administration
  - Eastmont (2 positions)  Eden (1 position)  T.L. Berkley (2 positions)
- Veterans Service Office Clerical Assistant (Eastmont – 1 position)
- Adult Protective Services Intern (Eastmont – 1 position) \*\*must be entering junior or senior year of college\*\*
- In-Home Supportive Services Payroll Assistant (Eastmont – 4 positions available)
- Training & Consulting Team (TACT) Office Assistant (Eden – 1 position)
- Public Affairs Office Assistant (2000 San Pablo, Oakland – 2 positions)
- Policy Fellow / Data Analyst Assistant (2000 San Pablo, Oakland – 2 positions)
- General Accounting and Special Payments Assistant (1111 Jackson, Oakland – 1 position)
- Central Imaging Assistant (1111 Jackson, Oakland – 1 position)

Why do you want to participate in the SSA Summer Youth Internship Program? (Respond in 100 words or less.)

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### PERSONAL INFORMATION

Are there any work activities or conditions you must avoid?  No  Yes

If yes, please describe: \_\_\_\_\_

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Do you have any family members or relatives working for the Alameda County Social Services Agency?

No  Yes (This will not impact review of your application or your chances of being selected.)

If yes, please provide the person's name, title, department, office location, and relationship to you.

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### EDUCATION AND EXPERIENCE

Education status for **UPCOMING** school year **2018-2019**:

12th grade  College: Freshman  Sophomore  Junior  Senior

High school attended, City/State: \_\_\_\_\_

School/College for **2018-19**, City/State: \_\_\_\_\_

If known, Major or Concentration: \_\_\_\_\_

Enrollment status for **2018-19**:  Full-time student  Part-time student

Language Proficiency (other than English):

Please identify level of proficiency on a scale from 0 to 5 (0=none to 5=advanced)

Language	Speaking	Reading	Writing

In 180 words or less, describe your relevant volunteer experience, extracurricular activities, or employment that supports your qualifications for the desired placements. If you wish, you may also attach your resume to the application.

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Please share any special skills or interests, including computer skills, which are relevant to the position that you're interested in. Respond in 100 words or less:

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What are your career goals? What skills or experience would help you be successful in that profession? Respond in 100 words or less.

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## AVAILABILITY

The 2018 Summer Youth Internship program will run from **June 18 through August 10**.

Please mark an X in the time periods when you are available to participate. If you are available only during certain times, please specify your availability (e.g. 1-3pm)

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
AM (8:30-12:00)					
PM (12:00-5:00)					

Interviews for best qualified candidates are tentatively scheduled for May 1 through May 8 at 2000 San Pablo in Oakland. Students attending school more than 50 miles away from Oakland will be given the option of a virtual interview.

Would you require a virtual interview?     Yes     No

Please indicate any dates/times for which you are aware that you will unavailable (school or medical appointments, family trips, etc.) June 18 through August 10, 2018.

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## REFERENCES

Please list **3** adults (not related to you) who are familiar with your character, previous volunteer work / employment, and/or school work. The County of Alameda or the Social Services Agency may contact these individuals in regards to your qualifications for the SSA Summer Youth Internship Program.

**NAME 1:** \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

**NAME 2:** \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

**NAME 3:** \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

## APPLICANT AGREEMENT

Please read and initial each of the following:

1. \_\_\_ I understand that if I am selected to participate in an internship, the County of Alameda and the Alameda County Social Services Agency (SSA) require that I complete a written application, a fingerprint background investigation, and submit personal documentation for employment purposes. If selected, I agree to comply with these requirements.
2. \_\_\_ I realize that additional information may be required and that all information will be held in confidence. All materials submitted become property of the SSA Office of Public Affairs and will not be returned.
3. \_\_\_ I understand that internship candidates will have a background check prior to hiring which will include a review of the candidate's criminal history. A criminal history will not necessarily disqualify a candidate from placement; however, additional information may be requested to determine the suitability of the placement. Each case will be given individual consideration, based on job-relatedness. Reference checks will be conducted by the SSA Office of Public Affairs. Results of this process may, in some instances, be cause for disqualification from participation in the program.
4. \_\_\_ I understand any applicant found to have been convicted of, or have pending unresolved charges for welfare fraud, a violent, child-related, or sexual-related felony or misdemeanor or related acts that would pose risks to the clients of SSA and/or the Program's credibility will not be accepted as an intern.
5. \_\_\_ I hereby certify that all statements made in this application and any additional supporting documents are true and I authorize investigations of all matters contained in the application material. I agree and understand any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights while participating with SSA. I agree to furnish such proof of age, citizenship, licenses and education as may be requested.
6. \_\_\_ I understand that my application does not ensure acceptance into the SSA Summer Youth Internship Program. I also understand that the SSA Summer Youth Internship Program reserves the right to disqualify any applicant who would not be a good match for the position(s). I understand that the SSA reserves the right to terminate the service of an intern for any reason and is not obligated to disclose reasons or sources for any decision regarding acceptance or non-acceptance into the Program.

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

*If Applicant is a minor*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_