

# BEETS INTERNSHIP PROGRAM APPLICATION

## 2019 Summer Program

### About BEETS

BEETS (Band of Environmentally Educated and Employable Teens) is a paid internship program for teens to develop job skills through our community gardens. All interns receive case management and must attend an orientation and intake.

### What do BEETS Interns do?

- Maintain community and school gardens in the Western Addition
- Assist garden education classes for elementary school students
- Attend job training and career development workshops (past workshops include resume & cover letter writing, job search skills, financial literacy, guest speakers)
- Attend field trips (past trips include the farmer's market, camping in the Presidio, Green Gulch Farm, Bi-Rite Market)
- Support CommunityGrows events in the community
- Learn and teach each other about water conservation

### Eligibility

- 14-19 years old on June 24, 2019
- Currently living in San Francisco, with priority to Western Addition residents
- Ability to attend all work shifts between June 24, 2019 – August 2, 2019
- Positive work ethic and motivation to succeed
- Legally employable in the United States

### Program Structure

- **Earn approximately \$1,000 upon completion of all program requirements.**
- 100-115 hour internship from June 24, 2019 – August 2, 2019
- Work 2-4 days per week:
  - Monday & Wednesday 12:30pm-3:30pm
  - 1-2 Saturdays per month
  - 1 additional weekday shift
- Potential to be re-hired for summer and following years as long as eligibility is met

### Locations

We are based out of the John Muir Elementary School at 380 Webster Street. But on some days, you might be asked to work at various locations in the community:

- Koshland Community Garden – Page and Buchanan Streets, SF
- Rosa Parks Elementary School Garden – 1501 O'Farrell St, SF
- Hayward Recreation Center – Golden Gate and Laguna St., SF
- Ella Hill Hutch Community Center – 1050 McAllister St., SF

- Booker T Washington Community Center – 800 Presidio St., SF
- Cobb Elementary School – 2725 California St., SF
- African American Arts and Cultural Complex – 762 Fulton St., SF
- Other locations in San Francisco

## **How do I Submit My Application?**

There are three ways to submit your applications:

1. Email to [info@communitygrows.org](mailto:info@communitygrows.org)
2. Mail to: BEETS Internship Program  
C/O CommunityGrows  
762 Fulton St.  
San Francisco, CA 94102
3. Drop off in person to 762 Fulton St. (African American Arts & Culture Complex)  
Monday – Friday 9am-8pm OR Saturdays 9:30am-5pm

## **What Happens After I Submit my Application?**

All completed applications will be reviewed and you will be contacted by phone or email *if* you have been selected for an interview. After the first round of interviews, we will contact you if you have been hired for the position.



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## 2019 Summer Program

Please fill out neatly using BLUE or BLACK ink.

### Contact Information

Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Adopted English Name \_\_\_\_\_

Date of Birth (Month-Day-Year) \_\_\_\_-\_\_\_\_-\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ SF, CA 94\_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_ .com

Who referred you to the BEETS internship program?

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

### Eligibility

	Yes	No
Will you be 14-19 years old on June 24, 2019?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a resident of San Francisco?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally able to be employed in the United States? (For example, you hold U.S. citizenship, permanent/temporary resident card, employment authorization documents, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Can you arrive to work on-time Monday and Wednesday from 12:30-3:30pm? (Consider the transportation time to get to worksite at 380 Webster Street)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have availability between the hours of 9:30am-5:15pm, Monday-Friday to work a 1-2 hour extra shift each week?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work 1-2 Saturdays a month?	<input type="checkbox"/>	<input type="checkbox"/>

**Employment**

List your most recent jobs:

Job Title \_\_\_\_\_ Organization \_\_\_\_\_

Dates Employed \_\_\_\_\_ Amount Paid \_\_\_\_\_

Job Title \_\_\_\_\_ Organization \_\_\_\_\_

Dates Employed \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Education**

Name of School \_\_\_\_\_ Anticipated Graduation Year \_\_\_\_\_

Have you graduated high school? \_\_\_\_\_ If YES, what year did you graduate? \_\_\_\_\_

Are you currently enrolled in college? \_\_\_\_\_ If YES, what college do you attend? \_\_\_\_\_

(It's okay if you're not in school too)

**Availability**

The BEETS interns meet Mondays and Wednesdays, and 1-2 Saturdays per month. There are also additional shifts throughout the week that are assigned based on your availability. **You must be able to arrive to our John Muir Elementary School office (380 Webster St.) by 12:30pm on Mondays and Wednesdays.** Please make sure you have enough time to travel from home/school to our location.

Please write in any weekly commitments you will have including school, sports, music lesson, counseling, babysitting, religious commitments, after school programs, etc.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Example: "summer school 8am-11am; basketball practice 4pm-6pm"</i>	<i>Example: "summer school 8am-11am"</i>	<i>Example: "summer school 8am-11am; basketball practice 4pm-6pm"</i>	<i>Example: "summer school 8am-11am"</i>	<i>Example: "Art class 10am- 11am; counseling 5pm-6pm"</i>	<i>Example: "babysitting 6pm-10pm"</i>

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Please list the dates of any events that will cause you to miss work during the 2019 summer session (June 24, 2019 – August 2, 2019).

Date You Leave	Date You Return	Reason for Missing Work

**Additional Information (responses will not affect eligibility)**

Ethnicity \_\_\_\_\_ Home Language \_\_\_\_\_

English Proficiency:       Fluent                       Somewhat Fluent                       Not Fluent

Does your family qualify for free or reduced lunch?  
 Yes                       No                       Do Not Know                       Does Not Apply To You

**Proof of Age**

Please [ATTACH a copy](#) of one of the following with your application:

- Unexpired CA ID Card
- Driver’s License
- U.S. Passport
- Permanent Resident Card
- Birth Certificate
- School ID WITH Birthdate on the card
- Any other document that legally proves your age

**Short Answer** – Please provide a THOUGHTFUL & COMPLETE answer. (If you run out of space, attach responses on a separate sheet of paper).

1. Why do you want to work as a BEETS intern and what do you hope to gain out of this experience?

2. Why are you interested in learning about the environment?

3. Describe what being a “leader” means to you?

4. If you could change any issue in your community or environment, what would you change and why?

**Checklist**

Please make sure you have completed all sections and requirements.

- Completed the application in blue or black ink
- [Attached a copy of proof of age document](#)
- Contact Information
- Eligibility
- Employment
- Education
- Availability
- Additional Information
- Answered Short Answer Questions
- Applicant Acknowledgement
- Parent/Guardian Signatures (if under 18)

**Applicant Acknowledgment**

I hereby certify that the information above is true and correct to the best of my knowledge. I understand that any falsification of this information can lead to the disqualification of my application. I authorize CommunityGrows staff to contact any references listed above to release information about my employment or program participation.

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

**Parent Guardian Permission (REQUIRED IF UNDER 18 YEARS OF AGE)**

By signing below, you (as parent/guardian of the applicant) are acknowledging the following:  
 You are aware of, and consent to, your child’s participation in the BEETS program.  
 You give permission for CommunityGrows staff to contact you and your child about participation in the BEETS program.

Name of Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Address (if different from applicant) \_\_\_\_\_

Email \_\_\_\_\_