



BEETS INTERNSHIP PROGRAM APPLICATION SUMMER 2015

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 others about water conservation this summer

Eligibility

- 15-19 years old on June 9, 2015
- Currently living in San Francisco, with priority to Western Addition residents
- Ability to attend all work shifts between June 9, 2015 – August 6, 2015
- Positive work ethic and motivation to succeed
- Legally employable in the United States

Program Structure

- 100 hour internship from June 9, 2015 – August 6, 2015 (9 weeks – approx. 11hrs/week)
- Tuesdays and Thursday 12:30pm-3:30pm **(Select Thursday shifts 12:30-4pm for career workshops (6/18,7/2,7/9,7/23, 7/30)
- 1-2 Saturdays per month
- 1 additional weekday shift
- ~\$800 stipend, depending on hours worked
- Potential to be re-hired for up to three sessions (fall, spring, summer) if 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?

All Applications must be received by 5pm on May 15, 2015.

There are three ways to submit your applications:

1. Email to Melissa@communitygrows.org (preferred)
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.

BEETS INTERNSHIP APPLICATION

SUMMER 2015

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 15-19 years old on the start date of the program, June 9, 2015?	<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 Tuesday and Thursday 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 Tuesdays, Thursdays, 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 Tuesdays and Thursdays.** 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>

Please list the dates of any events that will cause you to miss work during the SUMMER 2015 session (June 9 – August 6).

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 _____