



# BEETS PROGRAM APPLICATION

## School Year 2017-2018

### About BEETS

BEETS (Band of Environmentally Educated and Employable Teens) is a program for teens to develop life & job skills through caring for our community gardens. BEETS learn how to maintain gardens, grow & eat healthy food, work with a diverse group of peers and positively impact the community.

### What do we do?

- Food – learn where your food comes from, how to grow it and how to cook it
- Build & maintain community gardens in the Western Addition
- Assist garden education & cooking classes for elementary school students
- Attend field trips (past trips include an Oakland food justice tour, farmer’s market, camping, Green Gulch Farm, Yosemite, Pie Ranch)
- Attend job and career development workshops (past workshops include resume & cover letter writing, job search skills, financial literacy)

### Eligibility

- 15-19 years old on Oct 12, 2017
- Currently living in San Francisco, with priority to Western Addition residents
- Ability to attend all work shifts between Oct 12, 2017 – April 26, 2018
- Positive work ethic and motivation to succeed
- Legally employable in the United States

### Program Structure

- **Earn up to \$2,200 stipend, upon completion of all program requirements**
- 180 hour internship from Oct 12, 2017 – April 26, 2018 (approx. 5-10hrs/week)
- Work 3-4 days per week:
  - Tuesdays and Thursday 4pm-6pm
  - 1 additional weekday shift based on availability
  - 1-2 Saturdays per month
- Potential to be re-hired for summer or following years as long as eligibility is met

### Locations

We mainly meet at 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
- 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 6pm on Friday, September 15<sup>th</sup>, 2017.** There are three ways to submit your applications:

1. Scan and email to [Osceola@communitygrows.org](mailto:Osceola@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)  
Mondays–Fridays 9am-7pm OR Saturdays 9:30am-5pm

## What Happens After I Submit my Application?

All completed applications will be reviewed after the deadline and you will be contacted by phone or email if you have been selected for a group interview. After the group interview, we will contact you if you will move on to the second round interviews. At that point, we will contact you if you’ve been hired for the program.

# BEETS INTERNSHIP APPLICATION

## SCHOOL YEAR 2017-2018

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, Oct 12, 2017?	<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 4pm-6pm? (Consider the transportation time to get to worksite at 380 Webster Street)	<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? \_\_\_\_\_

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

**Availability**

The BEETS meet Tuesdays, Thursdays, and 1-2 Saturdays per month. There are also 1 additional shift 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 4pm on Tuesdays and Thursdays.** Please make sure you have enough time to travel from home/school to our location.

For the 2017-2018 school year (fall & spring):

	Mon	Tues	Wed	Thurs	Fri	Sat
What time is school over?						
Considering your transportation time, what time can arrive at 380 Webster St. SF? (you might need to google map this)						

Please list all extracurricular activities & commitments (counseling, sports, music classes, community service, clubs, babysitting, religious commitments, night school, etc.) for the 2017-2018 school year and list the time & dates they occur.

Other Commitments	Times & Dates of Commitments

Are there any other scheduling factors that would affect your ability to 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. It’s hard to get to know you if you just write one sentence. (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**

Make sure you 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 \_\_\_\_\_