



Teens Like Me, Inc.
2484 Briarcliff Rd. NE
Suite 22 #122
Atlanta, GA. 30329

Application for 2012 Summer Internships

Dear Applicant,

Thank you for your interest in Teens Like Me. Please complete the attached application and return it to the TLM office with your two (2) Letters of Recommendation by 5:00 p.m. on **March 23, 2012**. **All interns must attend the following TLM program events:**

- ✓ **TLM Orientation – June 2, 2012**
- ✓ **Leadership Training – July 14, 2012(½ day)**
- ✓ **Day of Service – July 28, 2012(½ day)**
- ✓ **Celebration of Service – August 16, 2012(evening)**

All applications and letters of recommendations must be received by 5 pm on March 23, 2012.

Due to the competitive nature of the TLM's application process, we are unable to accept any late applications or letters of recommendations. Application packets received after the deadline will not be accepted.

Those selected for interviews will be contacted by no earlier than mid April and no later than the beginning of May. Interns accepted to the 2012 program will be notified by mid May.

We look forward to hearing from you. If you have any questions or concerns, please email us at t1m@teenslikeme.org.

Thank you.

Kind regards,

Jeannie

Jeannie Collins
Executive Director
jeacollins@teenslikeme.org

Application for Teen Internship 2012

NOTE: • Please complete all sections

- Be sure to submit requested recommendations
- Completed applications are due by **March 23, 2012**
- Incomplete applications will not be considered

Personal Information

Name _____
First Middle Initial Last

Home Phone _____ Cell Phone _____

Email _____ Facebook ID _____

Address _____
Street Apt# (no PO Box Please) City State Zip

County _____

Birth Date ____/____/____ Gender Male/Female Ethnicity (optional) _____
Month/Day/Year - **You must be 15 by June 1, 2012 to be eligible for the program**

T-Shirt size (circle one) **S M L XL 2X 3X 4X**

Have you ever applied to the TLM program before? (If yes, which year) _____

Driver's Lic (or permit) # _____ (If applicable) State _____

*Please make a copy and include with this application. If no DL will need a copy of a Government issued State ID.

All Funds are deposited into a checking/savings account.

Do you have an active checking/savings account? _____ **Yes** _____ **No**

If so, which bank? _____

PARENT 1 OR LEGAL GUARDIAN

NAME _____ OCCUPATION _____

CELL PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

PARENT 2

NAME _____ OCCUPATION _____

CELL PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

WITH WHOM DOES APPLICANT LIVE? (Parent one or both) _____

Emergency Contact person is _____

Demographics (optional)

The following is completely confidential and voluntary. You are not required to answer it as part of your application.

We would, however, appreciate your completion of the information below. This information is gathered for statistical purposes only.

Completing this information below correctly helps Teens Like Me, Inc. seek and receive funding from the community.

Teens Like Me activities are open to ALL without regard to race, gender, creed, national origin, sexual orientation, economic status, or mental or physical disabilities

This portion of the application is removed before your application is reviewed.

Number in Family: _____

Marital Status of Head of Household: (check one)

_____ Single _____ Married (two parent household) _____ Partnership _____ Foster Parent(s)
_____ Guardianship _____ Divorced
_____ Separated _____ Widowed

Household Yearly Income: (Circle one)

Under \$15,000 \$15,001-\$25,000 \$35,001-\$45,000 \$45,001-\$55,000 \$75,001-\$100,000
\$100,001-\$150,000 over \$200,000

Gender: _____ Female _____ Male

Race/Ethnic: _____ White _____ Black _____ Hispanic _____ Asian or Pacific Islander
_____ American Indian/Alaskan Native _____ Other _____ Unknown

Immigrant or Refugee from (country): _____

Education

High School _____
Name Address, city, state

Current Grade level in school _____ Total G.P.A. _____

Principals Name _____

Counselors Name _____

School's Phone Number _____

- **Please include a copy of your transcript and last report card.**
- **Please include your work permit.** (if applicable) Check with your School Counselor.

Application Basics

Areas of interest: Top choices (please choose 5 from the list below)

1. _____
2. _____
3. _____
4. _____
5. _____

- | | | |
|------------------------------|--------------------------------|----------------------------|
| Small Children/Daycare | Sports Management | Office/Clerical |
| Summer Camp | Politics and Government | Homeless/Human Services |
| Medical/Hospital | Social Science | Elderly |
| Law | Museum/ Art Gallery | Special Needs |
| Engineering | Finance/Real Estate Investment | Environment |
| Hotel Management/Hospitality | Computer Technologies | Science |
| Photography | Business | Arts |
| Theater | Architecture/Interior Design | HIV/AIDS |
| Veterinary Medicine | Culinary/Restaurant Management | Education/Tutoring |
| Fashion | Journalism/Media/Publishing | Event Planning/Fundraising |
| Film/Television | Psychology | Animals |
| Music Production/Business | | Marketing/Advertising/PR |
| Sales | | |

Every applicant cannot be selected as an intern. We would like to offer our career exploration program to those not selected. Here you are placed in the field of your choice, strictly as a volunteer, to shadow an office worker. Would you like to be considered for this program, should you not be selected as an intern? _____ Yes _____ No

TLM offers part-time (20 hours per week) and full-time (30 hours per week) internships.

If selected which internship would you like?

____ Part-time (20hrs/week) ____ Full-time (30hrs/week) ____ Either

Heard about TLM from: _____ **Referred by:** _____

Are you a U.S. Citizen: (circle One) **Yes/No**

If no, are you authorized to work in the U.S? (Circle One) **Yes /No**

Skills & Experience

(Attach extra paper if needed)

School Activities:

Awards and Honors: Please list extracurricular activities and any honors/awards you have received.

Any **Work** experience: please describe, including where worked, dates of work, and wages.

Any **Volunteer** experience? If yes, where, when and for how long?

What **Personal Strengths** do you think you bring to this program?

Special Skills (please check all that apply)

Do you have experience in any of these areas?

Other Language(s) if yes, which one(s)? _____

Photography Web/graphic design Science Background Word Excel PowerPoint Filing

Customer Service Sales Retail Answering phones Working with youth Other

Special Skills Comments _____

OTHER APPLICATION INFORMATION

Please state briefly **Why You Are Interested** in working as a TLM intern.

LETTERS OF RECOMMENDATION:

When reviewing applications, it helps the TLM staff to know when to expect your letters of recommendation. Letters **cannot** be provided by family members.

Yes, my letters of recommendation are included with my application.

No, my letters of recommendation will be mailed or emailed separately by:

AVAILABILITY / OTHER COMMITMENT INFORMATION:

TLM cannot offer internships to all applicants; therefore, availability is a strong factor in selection. Each internship is 5 to 8 weeks and **five (5) of those weeks must be consecutive**. Most internship will begin June 24, 2012. Please list here all *OTHER COMMITMENTS and ACTIVITIES* that you are involved with this summer. (i.e. sport teams, summer school, vacations, Driver's Ed, other jobs, etc.) If you do not indicate that you will be absent or busy, we will assume you are available on a **regular basis throughout the summer**.

Weekly Commitments: (e.g., practices, classes, other work schedules, etc.)

Activity	Schedule (days, hours)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Activities: (e.g., planned vacations, camps, etc.)

Activity	Schedule (days, hours)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

How will you get to work?

- By bus
- I will get rides from: _____
- I will ride my bike
- I will drive
- Other _____

Are there specific areas you prefer to work in?

You may select more than one area? Or include your own here _____

- Adair Park
- Alpharetta
- Ansley Park
- Atlantic Station
- Ben Hill
- Brookwood
- Buckhead
- Cabbagetown
- Camp Creek
- Cascade
- Chastain Park
- College Park
- Collier Heights
- Collier Hills
- Crabapple
- Downtown
- East Atlanta
- East Point
- Fairburn
- Garden Hills
- Grant Park
- Grove Park
- Hapeville
- Inman Park
- Johns Creek
- Kirkwood
- Lakewood Heights
- LaVista Park
- Little Five Points
- Loring Heights
- Mechanicsville
- Midtown
- Milton
- Morningside
- Mountain Park
- Old Fourth Ward
- Ormewood Park
- Palmetto
- Peachtree Hills
- Reynoldstown
- Roswell
- Sandy Springs
- Sylvan Hills
- Thomasville
- Union City
- Vine City
- Virginia-Highland
- West End

Is there **anything else** you would like to share about your application or abilities:

Mandatory Essay

Essay topic: How will this work experience prepare me to be a positive contributor to my community and enhance my personal development? Please include a statement on what you would like to work on for the summer and your educational and/or career goals.

Please attach your typed 350-500 word essay to your application.

I, _____, certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the organization's rules and regulations.

Signed,

Signature

Date

Please attach to this application: **two Letters of Recommendation, each *not exceeding one (1) page must be submitted by deadline of 5:00 p.m. Friday, March 23, 2012.***

Mail to:

**Teens Like Me
2484 Briarcliff Rd. NE
Suite 22 #122
Atlanta, GA 30329**

Letter of Recommendation Request

[Write your name here] _____ is applying for employment with the TLM 2012 summer program and must submit two letters of recommendation to complete the application process. You are being asked to submit a letter on behalf of this candidate.

Teens Like Me mission statement:

Teens Like Me is dedicated in inspiring youth, our future leaders, to become actively engaged in community service, by connecting teens with life changing mentorships, opportunities and internships, at non-profit organizations.

Please write your letter based upon TLM Mission and how you think the applicant meets our goals and how long you have known her/him. **Please limit your recommendation to one (1) page.**

Letters of Recommendation can be provided from school teachers, counselors, coaches, religious leaders, neighbors, and former or current bosses. Letters of Recommendation *cannot* be written by family members.

All recommendations **must be received at** the TLM Office **by 5:00 p.m. on March 23, 2012** in order for an application packet to have met the application deadline.

Letters of Recommendation received after the deadline will not be accepted and the applicant's file will be incomplete and he/she will not be invited to a TLM interview.

Completed letters can be given to the applicant to submit with his or her application, in a sealed envelope **or** please return the letters of recommendation to Jeannie Collins via:

Email: tlm@teenslikeme.org **(PREFERRED METHOD)**-Please note this special email account has been set up for TLM to receive the recommendation letters.

All questions about recommendation letters can be directed to admin@teenslikeme.org

Mail: Teens Like Me, 2484 Briarcliff Rd. NE, Suite 22 #122, Atlanta, GA. 30329

Email: admin@teenslikeme.org **Fax:** 678.699.1541

If you have any general questions, please feel free to contact us at 678.278.9350 or email **TLM@teenslikeme.org**.

Note: please make a copy of this Letter of Recommendation Request so that you may submit 2(two) letters of recommendation.

What is Teens Like Me (TLM)?

- TLM employs teenagers interested in community service during the summer.
- TLM interns work in nonprofit organizations across the Atlanta area.

Why is TLM a good choice for summer employment?

- TLM is a rewarding summer job.
- TLM internship participation is a valuable item on a resume or college application.
- TLM allows you to earn a paycheck and give back to your community at the same time.

Who should apply to be a TLM intern?

- TLM is seeking high school students ages 15 -19 who are:
 - active leaders among their peers
 - interested in community service
 - hardworking and dependable
 - Applicants must be 15 years old by June 1, 2012

How do I apply to TLM?

- Visit the TLM website at www.teenslikeme.org to download a PDF version of our application.
- Applications can be submitted online(emailed) or mailed to Teens Like Me, Inc.
- Applications are due on **March 23, 2012 at 5:00 p.m.**
- Two letters of recommendation-email letters to tlm@teenslikeme.org
Late applications will not be accepted.

How will TLM select its employees?

- Each potential intern must:
 - fill out an application. Include all requested information.
 - have 2 letters of recommendation submitted on his/her behalf.
 - Attend an interview (if selected) by TLM selection committee
 - Selection committee conducts interviews in late April or early May 2012
 - Selects interns mid May, will be notified by email and phone call.

Applicants are selected for a position based on their qualifications and based on how well their applications match the stated needs of employers. The purpose of the program is to provide the best possible match between applicants and employers. Applicants are matched on a first-come-first-served basis. There usually are fewer summer opportunities than there are applicants, so submit your application early.

What is required of TLM interns?

- Each intern will commit to a schedule of either 20 hours or 30 hours per week for 5 to 8 weeks and **5 of those weeks must be consecutive**
- Each intern **MUST** attend the 4 mandatory program meetings:
 - Orientation, June 2, 2012
 - Leadership Training, July 14, 2012
 - Day of Service, July 28, 2012
 - Celebration of Service, August 16, 2012
- TLM interns are committed, punctual and enthusiastic to community involvement.
- Each intern must participate in a **team** service project (as a volunteer)
- Each intern aids in evaluation of the TLM program as well as their particular placement

What kind of summer jobs and internships are provided?

TLM is an opportunity for teens to work with a variety of Georgia's non-profit businesses that provide professional mentorship for youth.

What kind of support will I receive?

Each participating teen and their employer will be assigned an Intern Advisor. Your Intern Advisor will be available to answer any questions and address any issues that arise throughout the summer.

When will the TLM program start?

- TLM Orientation is June 2, 2012
- Most internships begin week of June 24, 2012
- Most internships end week of August 13, 2012

How much do TLM interns get paid?

- TLM interns, based on funding, are paid **\$10.00** per hour

Questions: email us at TLM@teenslikeme.org