



**Teens Like Me, Inc.  
213 16<sup>th</sup> Street, NW  
Atlanta, GA. 30363**

## **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 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 [tlm@teenslikeme.org](mailto:tlm@teenslikeme.org)

Thank you. Good Luck!

Kind regards,

***Jeannie***

Jeannie Collins  
Executive Director  
[jeacollins@teenslikeme.org](mailto: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 (print name) \_\_\_\_\_

## 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.**
- **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:**

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

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

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

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

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**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 **Why You Are Interested** in working for TLM.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 can select more than one area?

- [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:

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**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**

**213 16<sup>th</sup> Street NW Unit 9**

**Atlanta, GA 30363**



## 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**

**Teens Like Me, Inc.(TLM)** is dedicated to developing future leaders committed to their communities. TLM offers young leaders paid summer internships which link them to community service while providing non-profit organizations with bright, reliable interns to help fill their workforce gaps. TLM teens serve throughout the Atlanta area to assist the hungry and homeless, mentor disadvantaged children and open the eyes of at-risk youth to the power of art, culture and education. They work to preserve the natural habitat of our region, as well as bring joy to the lives of the elderly, hospital patients and those living with special needs. TLM interns are exposed to the importance of service and dedication, and their passion becomes contagious to their friends and families.

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:** [t1m@teenslikeme.org](mailto:t1m@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 Jeannie at [jeacollins@teenslikeme.org](mailto:jeacollins@teenslikeme.org)

**Mail:** TLM, 213 16<sup>th</sup> Street NW Atlanta, GA 30363

If you have any questions, please feel free to contact us at (678) 232.7916 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 in community service during the summer.
- TLM interns work in non-profit 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](http://www.teenslikeme.org) to download a PDF version of our application.
- Applications can be 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 [t1m@teenslikeme.org](mailto:t1m@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 are paid **\$10.00** per hour (to be confirmed)

Questions: email us at [TLM@teenslikeme.org](mailto:TLM@teenslikeme.org)