



2017 Application

Our Goals for You!

- Introduce you to the fields of Architecture & Urban Planning, Engineering & Design, Finance & Accounting, Communications & Government Relations, and Operations & Environmental Management.
- Increase the participation of women and underrepresented minorities in the study of these disciplines.
- Assist you in succeeding in post-secondary programs fully competent in skills necessary for academic and professional success.
- Expose you to new professional networks and take you on unforgettable trips outside of the city.

DUE DATE!

All applications must be turned in by the applicant *in person* (no faxes, emails, mail) *before*:

Friday, March 24, 2017 at 5:00pm

Young Community Developers, Inc.
1715 Yosemite Avenue
San Francisco, CA 94124

Eligibility

Applicants must meet **ALL** of the following requirements:

- ✓ Resident of San Francisco's District 10- zip codes 94124, 94134, 94107 (target neighborhoods; Bayview-Hunter's Point, Visitacion Valley, Sunnyside, Potrero Hill)
- ✓ Currently enrolled as a junior or senior in high school OR was an SSIP Intern during Summer 2016
- ✓ Will be at least 16 years of age on June 1, 2017
- ✓ Able to work 20 hours a week (4 hours/day) and attend weekly Friday trainings

Program Overview

The Sewer System Improvement Program (SSIP) CityWorks, targets student's who live close to the Southeast Wastewater Treatment Facility and who are motivated to pursue degrees leading to careers in engineering, program management, communications, and related fields. 2017 will be the sixth year of operation for this program.

Summer interns have the opportunity to work with San Francisco Public Utilities Commission (SFPUC) contractors including, but not limited to: Carollo Engineers, Inc., Cooper Puga Management, Inc., Kennedy/Jenks, MWH Global, ICF INTERNATIONAL, Brown and Caldwell, and AECOM/Parsons.

During the paid internship students will learn professional communication skills, build their resume, and gain valuable networks and skills necessary for academic and professional success. Throughout the course of the SSIP CityWorks Internship, there are several opportunities to attend field trips to various locations to provide a more tangible understanding of city projects. This includes an overnight trip to Hetch Hetchy Reservoir which is chaperoned by adults and is at no cost to the student.

Application Process

1. **Identification Documents**

Please include a copy of the following documents *with the submission of your application*.

- A) **Proof of School** (Printout of your class schedule that shows your name and semester, Letter from your school, or School ID Card with photograph and year, **AND**
- B) **Proof of Age** (Unexpired CA ID Card, Driver's License, U.S. Passport, Permanent Resident Card, or Birth Certificate.

2. **Application** – DUE: **Friday, March 24, 2017**

- Complete ALL sections and forms. Incomplete applications will not be accepted.

- Complete all essay questions. Applications will not be accepted without a completed essay.

Essay Questions: *submit on a separate sheet of paper. One page minimum, single spaced, 12 pt. font.

Please explain how working with the Sewer System Improvement Project aligns with your academic and/or career goals. Explain your skills, knowledge, and/or classes you have taken that make you a qualified intern. Explain one situation in which, because you took initiative, the result of your effort was a success.

3. **Interview**- To be scheduled between April 5th – 7th

Applicants will be scheduled for a formal, in person interview to be held at YCD.

After Acceptance

After acceptance, interns will be required to

- Complete and sign an official YCD hire letter
- Obtain a **Work Permit if under the age of 18**
- Provide necessary *original* documents to prove employment eligibility in the U.S. Photocopies of documents are not valid. (See below on how to obtain documents)

Option One

You can provide one original document from the following list:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Foreign passport that contains temporary 1-551 stamp
- Employment authorization document that contains a photograph

Option Two

You can provide two original documents, **one from each list:**

LIST 1

- State Issued Driver’s License or ID Card
- School ID Card with photo and year
- School Schedule for most recent semester
- School Report Card for most recent semester
- Hospital Record

LIST 2

- Social Security Card
- Original Copy of Birth Certificate
- U.S. Citizen ID Card
- SF City ID Card
- Employment Authorization (Homeland Security)

WHERE TO OBTAIN WORK ELIGIBILITY DOCUMENTS:

Document	Address	Phone	Hours	Cost	Required Documents
California ID	1377 Fell Street	(415) 555-1170	M, Tu, Th, Fri: 8AM - 5PM W: 9AM - 5PM	\$26	<ul style="list-style-type: none"> • Parent/Guardian Signature • Social Security Number • Proof of US Residency
Birth Certificate	101 Grove Street Room 105	(415) 554-2500	M – F: 8AM – 4PM	\$14	<ul style="list-style-type: none"> • Bring completed application
Social Security Card	90 7 th Street Annex 1 st Floor OR 1098 Valencia Street	(800) 772-1213	M – F: 9AM-3PM	Free	<ul style="list-style-type: none"> • Birth Certificate, Certificate of Naturalization or Citizenship • U.S. Driver’s License, California ID, or U.S. Passport

Summer Schedule

Please write in any weekly commitments you will have this summer including sports, music, lessons, counseling, classes, babysitting, religious commitments, etc. including the time you are committed to attend.

For example, “SAT Prep Course 1pm – 2pm”.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Permission to Participate in SSIP CityWorks Internship

By signing below, you are acknowledging the following:

- You are aware of and consent to your child’s participation
- We may contact you regarding your child’s participation

Parent Guardian Name _____

Parent/ Guardian Signature _____ Date _____

Participant Signature _____ Date _____

Personal Identification Please print neatly using BLUE or BLACK ink

Legal First Name	Legal Middle Name	Legal Last Name
Adopted English Name (optional)	Date of Birth (Month-Day-Year) ____-____-_____	Age
Home Address SF, CA 94 ____		
Email Address		
Home Phone # (415) ____ - _____	Mobile Phone # ____ - _____ - _____	
Demographics		
Have you been a MYEEP intern before? Yes No	Have you ever applied to MYEEP before? Yes No	
Have you ever had a job before? Yes No		
Name of High School/College	Fall 2016 GPA	Current Grade Level <input type="checkbox"/> Junior <input type="checkbox"/> Senior
		Anticipated Date of Graduation Month ___/Year_____
Gender	Female	Male Transgender
English Proficiency	Fluent	Somewhat Fluent Not Fluent
Other (circle all that apply)	Disabled	Pregnant or Parenting
Do You Have an Individualized Education Program (IEP)? Yes No	Reason for IEP	
Juvenile Justice I have a Probation Officer Name _____ Phone _____		
Case Management I have a Case Manager Name _____ Phone _____ Community Based Organization_____		
Living Situation (Please Check All That Apply) Family Single Parent Household Foster Home Group Home Homeless Self-Support		

