

## Job1 Program Summer 2019

**ACT NOW - Applications Due March 8**



The Rotary Club of Chicago (ROTARY/One) invites you to apply for the Job1 Summer Internship Program. You may download the PDF writable file at [www.rotaryone.club/job1.html](http://www.rotaryone.club/job1.html)

Job1 is a part of the city of Chicago's Corporate Initiative to prepare high school students for the workplace by providing them with professional job training and substantive internship opportunities with local businesses. Students who qualify in Rotary/One's JOB1 program:

- Attend three training sessions (see Important Dates on Information Sheet) to prepare for the workplace and to qualify for internships
- Are matched with prospective employers for interviews and potential summer hire
- Work a 20-40 hour/week internship for eight weeks, from **June 24** through **August 16, 2019**
- Receive compensation for work at the rate of at least \$13.000/hour
- Receive mentoring and advice from a Job1 Advisor (a Rotarian business professional who serves as a resource throughout internship)
- May compete for a college award from the ROTARY/One Foundation that can be applied to expenses at an accredited Illinois university
- May apply for Rotary/One sponsorship at Rotary Youth Leadership Awards (RYLA) leadership development weekend (Fall, 2019) in Lake Geneva, Wisconsin.

Because the program is competitive and employers make the final selection based on student interviews and company needs, expectations for applicants are high. Once accepted into the program, students **MUST** attend all three training sessions, interview with prospective employers, and meet all requirements of trainers, the ROTARY/One program and the prospective employer. If students fail to complete these requirements, they will be dropped from the program.

Consideration for JOB1 begins by returning the attached application with all sections completed. Note that there are sections for the student, guardian and a teacher or academic counselor to complete and sign. A completed application packet will include all of the following:

- The completed student application and survey
- The completed student personal statement
- The completed teacher appraisal of student applicant
- The completed parent/guardian acknowledgement form
- The completed media consent form and release

All materials **must be received or postmarked by March 8, 2019**, and can be sent by email to [david.phelps@RotaryOne.Club](mailto:david.phelps@RotaryOne.Club) or mailed to the following address:

Rotary Job1  
The Rotary Club of Chicago  
65 West Jackson Blvd.  
Chicago, IL 60604



If submitted by EMAIL, please save file as Your Full Name.

**All correspondence is via email from Rotary to you.**

We look forward to receiving your completed application. Best of luck! Save a copy for yourself.

# THE **JOB1** SUMMER INTERNSHIP PROGRAM

The Rotary Club of Chicago



**Intern Program runs April 6 through August 16; Up to eight week of employment begins June 25**  
**Student Applications Deadline: March 8**

**INTERN TRAINING DATES** - all trainings are held at the Union League Club, 65 West Jackson Blvd, Chicago, IL 60604 and begin at 9:00 AM sharp on Saturdays and 4:30 PM on Wednesdays.

**April 6, 9:00 - 12:00** – Job1 Training 101: Anatomy of a Business, Surviving the World of Work/Can't We All Just Get Along, Resume Development  
**April 13, 9:00 – 12:00** - Job1 Training 101: Anatomy of a Business, Surviving the World of Work/Can't We All Just Get Along, Resume Development -

**April 27, 9:00 - 12:00** - Interviewing Skills/Mock Interviews  
**May 4, 9:00 - 12:00** - Interviewing Skills/Mock Interviews

**May 6 – Deadline for Resume Submission for JOBFair**

**INTERN INTERVIEWS WITH PROSPECTIVE EMPLOYERS – ROTARY JOBFair**

**May 22** – JOBFair for interviews with employers; 4:30 to 7:00 PM. If you fail to meet the training requirements, we will not be able to recommend you to a potential employer. Final selection will be determined by sponsoring employers after interviewing students at the JOBFair on May 22nd. If you are selected, you will be notified and given job details between June 3 and June 14. We expect that if you are hired, your first day at your summer job will be June 25 or later, as determined by your assigned employer.

## **SUMMER SCHEDULE**

**June 19** - Kick Off for Summer Internship - Final Training

**Week of June 24** - First day of work (determined by your employer)

**July 13** - Summer Service Project, volunteer at the Jesse White Foundation Trunk Party

**July 26** - Deadline for College scholarship award application

**July 26** - Deadline for the submission of RYLA scholarship application

**August 13** – Recognition and Appreciation luncheon, 12:00 Noon, at The Rotary Club of Chicago, with Interns, Parents, Employers and Job1 Advisors.

**August 16** – Last day of work (determined by your employer)

**Rotary Club of Chicago**      **65 West Jackson Blvd. Chicago, IL 60604 USA**  
**312-372-3900**      [JOB1@rotaryone.club](mailto:JOB1@rotaryone.club)      [www.rotaryone.club](http://www.rotaryone.club)

# Job1 Program

## Student Application and Survey

**This application** should be completed by the student. It will be used primarily by Rotary/One to evaluate candidates for admission to the program. Secondly, it will be used to match students who complete the training with prospective employers for interviews in an effort to find an internship appropriate to a student's skills, interests, and future plans. Please answer all questions to the best of your ability, and type or print clearly in blue or black ink. Applications that cannot be read will not be considered.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First Last m-d-y

Address \_\_\_\_\_ Apartment \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ GPA \_\_\_\_\_

US. Citizen (circle one) Yes No

Last four Digits of Social Security # \_\_\_\_\_ State ID # \_\_\_\_\_

Note. Students must have Social Security numbers and state IDs

Gender (circle one) M F Age \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relation to you \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_ Cell \_\_\_\_\_

Have you ever worked at a job, including community service, volunteering, after-school or summer, or are you currently working?

Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, Please describe the job(s) you have held: (Position – Employer – Dates)

1. \_\_\_\_\_

2. \_\_\_\_\_

What occupation do you plan to enter in the future? \_\_\_\_\_

Have you participated in a NFTE, CTE or Job Shadow program?

Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, which program(s):

\_\_\_\_\_

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After graduating high school, which of the following do you plan to do? (Check as many as apply)

- Work full-time
- Get married
- Work at home
- Enter the armed forces
- Attend college
- Attend college full-time and work part-time
- Work full-time and attend college part-time
- Enroll in a specialized program in a business, trade or other school
- Other

If you have already been accepted by a college or other post-secondary program, please list the details:

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Which of the following industry areas are you interested in? (Check as many as apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Agriculture/Horticulture   | <input type="checkbox"/> Culinary/Hospitality       |
| <input type="checkbox"/> Communications/Media       | <input type="checkbox"/> Human Service/Social Work  |
| <input type="checkbox"/> Government/Law             | <input type="checkbox"/> Public Service             |
| <input type="checkbox"/> Manufacturing              | <input type="checkbox"/> Business/Management        |
| <input type="checkbox"/> Architecture/Construction  | <input type="checkbox"/> Education                  |
| <input type="checkbox"/> Environmental Science      | <input type="checkbox"/> Information Tech/Computers |
| <input type="checkbox"/> Health Care/Medicine       | <input type="checkbox"/> Transportation             |
| <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Accounting/Finances        |
| <input type="checkbox"/> Fine Arts                  | <input type="checkbox"/> Other _____                |

Please describe your particular skills and interests not included above:

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By filling out this application:

1. I acknowledge that I am responsible for transportation to and from all required meetings, trainings, and the job site on a daily basis.
2. I am committed to communicating with my Rotary/One Advisor at least once this spring/summer, and attending a Rotary Club lunch meeting if possible.
3. I am committed to attending all three Job1 Training Workshops this spring.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Job1 Program

## Student Personal Statement

Please use the provided space to tell us why you're interested in Job1 and what you hope to gain from the internship experience:

Student Name \_\_\_\_\_ School \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed forms by **March 8, 2019** to **The Rotary Club of Chicago**, either by email: [david.phelps@rotaryone.club](mailto:david.phelps@rotaryone.club) or mail: Rotary Job1, The Rotary Club of Chicago, 65 West Jackson Blvd., Chicago, IL 60604

# Job1 Program

## Teacher Appraisal of Student Applicant

This form, to be filled out by a teacher or school counselor as a required supplement to the student application, will help reviewers assess candidates for admission into the Rotary Job1 summer internship program. Factors in addition to grades should be considered in selecting sincere, capable and deserving young people who can best benefit from participating in the program. Having worked with this student, you are in a unique and valuable position to help identify one of the best student candidates.

Student Name \_\_\_\_\_ School \_\_\_\_\_

After each characteristic listed below, circle the comment that best describes the above-named student.

<b>Able to Learn</b>	Quick	Fair	Slow	Poor
<b>Capacity for Work</b>	Extraordinary	Industrious	Average	Poor
<b>Judgment</b>	Remarkable	Sound	Average	Poor
<b>Initiative</b>	Exceptional	High	Fair	None
<b>Appearance</b>	Very Neat	Neat	Careless	Slovenly
<b>Leadership Quality</b>	Outstanding	Noticeable	Follower	Invisible
<b>Accountability</b>	Pronounced	High	Average	Low
<b>Ability to take instruction</b>	Outstanding	High	Average	Low
<b>Reliability</b>	Outstanding	High	Average	Low
<b>Perseverance</b>	Unlimited	Ample	Moderate	Weak
<b>General Conduct</b>	Courteous	Indifferent	Rude	Oblivious
<b>Acceptance of Criticism</b>	Ready	Indifferent	Reluctant	Defensive
<b>Ability to Work with Others</b>	Natural	Good	Fair	Doubtful

Would you want this student to work for you? Yes\_\_\_ No\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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## Job1 Program Parent/Guardian Acknowledgment

I, \_\_\_\_\_, as the parent/legal guardian of \_\_\_\_\_  
\_\_\_\_\_, acknowledge that if accepted into the Job1  
Program he/she will work in a full-time internship this summer beginning Monday, June 24,  
2019, and ending Friday, August 16, 2019, or as alternately scheduled by employer.

Further, I agree to encourage and support my student in the following ways:

Insist that the student go to work every day unless he/she is *very* sick.

Make certain that the intern calls his/her employer before 8:00 am if he/she expects to be absent  
from work.

Discuss future plans with your child, and stress the importance of college.

Develop a plan for your child to get to and from work. Call the CTA at 312-836-7000 for bus and  
train routes and schedules.

Stress the importance of being on-time and having good attendance.

Encourage the student to open a savings account and make regular deposits from his/her summer  
earnings that can be used for college in the fall.

Establish a weeknight curfew (10:00 pm is suggested).

I have read the above and agree to support my child in the successful completion of the Job1  
Program sponsored by The Rotary Club of Chicago.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Job1 Program

## Media Consent Form and Release

I hereby consent to have \_\_\_\_\_, my \_\_\_\_\_,  
(full name) (relation)

photographed, videotaped, audio taped and/or interviewed by The Rotary Club of Chicago, its partners in the Job1 program (including, but not limited to the National Foundation for the Teaching of Entrepreneurship, and the Chicago Public Schools: Education to Careers programs) or the news media during the Job1 program or when my child is under Job1 supervision.

I also consent to Job1's use of \_\_\_\_\_'s photograph, likeness, voice and/or quotations on the Internet or in print publications. As this child's parent or legal guardian, I agree to release and hold harmless The Rotary Club of Chicago, its members, trustees, agents, officers, contractors, volunteers, employers and partners from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's photograph, likeness, voice or quotations on television, radio, motion pictures, in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's photograph, likeness, voice and/or quotations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_