

2019

EMPLOYMENT EXPLORATION PROGRAM

Student Application



**INDIANA
LATINO
INSTITUTE**



2019 Employment Exploration Program

About

The Indiana Latino Institute (ILI) Employment Exploration Program is designed to expose incoming Latino freshman to careers in their desired fields of study. Selected individuals spend 125 hours working at their selected site and complete assignments to enhance their learning experience. Program participants receive professional development prior to beginning their experience, support from ILI staff throughout their program, and a scholarship for completing the program requirements.

Purpose

The purpose of the ILI Employment Exploration Program is to expose Latino college freshmen students to professional development opportunities in their field of study. Students will receive a scholarship for completing all requirements of the summer program. Students will build relationships with their mentor and with ILI staff, to support them in achieving their goals.

Eligibility Requirements

- Must complete program application and show academic ability
- Must be enrolled part-time or full-time at a college or university for the fall 2019 semester
- Must be between age 17-20
- **Must participate in mandatory training on Wednesday June 5th, Thursday June 6th, and Friday June 7th, 2019**

Selection Process

Applicants must submit the following documents:

- Application
- Resume
- Official letter of acceptance
- High school transcripts

Potential program participants will be interviewed by ILI's Education Program Coordinator. Interviews and strength of documents will be considered when selecting and placing students for the program.

Applications are accepted between February 1, 2019 and March 31, 2019.

Supervision and Time Expectation

Supervisors are expected to expose students to provide projects and guidance to interns as necessary. Supervisors are asked that no more than 40% of an intern's time be spent doing clerical work.

Students are expected to complete 125 hours between June 2019 and August 2019. This includes working at the internship site from Monday through Friday, as arranged by the Site Mentor/Supervisor.

Benefits of Internship Program

- Gain 125 hours of experience in field of study
- Build professional network
- Possible employment opportunities
- \$500 Scholarship Stipend upon successful completion of program

For additional information please contact Rachel, ILI Education Program Coordinator, at 317-472-1055 or rsantos@indianalatinoinstitute.org

Indiana Latino Institute Employment Exploration Program
www.indianalatinoinstitute.org

SECTION I. Applicant Information

Full Name: _____

D.O.B.: _____ Age: _____ Country of Birth: _____
(Month/Day/Year)

Ethnic Origin: _____ How many years have you lived in the United States? _____
(Ex. Mexican, Salvadoran, Colombian, etc.)

Home Address: _____

City, State and Zip Code: _____

Phone 1: _____ Phone 2: _____

Email 1: _____ Email 2: _____

(Please list an email address that you check regularly, as it is required to respond to our messages to be considered for the internship program.)

Is your father currently employed? Yes No Don't know

Is your mother currently employed? Yes No Don't know

What is your family's total annual income? _____

How many people live in your home; including yourself? _____

Do you have a valid Indiana driver's license? Yes No

What is your current citizenship status?

- U.S. Citizen
- U.S. Permanent Resident
- DACA (Deferred Action for Childhood Arrivals)
- TPS (Temporary Protected Status)
- U-VISA
- Other: _____

Name of Emergency Contact: _____

Relationship to you: _____ Phone: _____

Address: _____

City, State and Zip Code: _____

SECTION II. Education

High School:

Name of High School: _____

Graduation Date/Year: _____ GPA: _____

Diploma: Honors Core 40 Other: _____

Did you receive free or reduced lunch (K-12): Yes No

Are you participating in the Project Stepping Stone Program this summer: Yes No

Are you participating in the Latino Youth Collective Program this summer: Yes No

College/University Information:

College/University Name: _____ Currently Enrolled: Yes No

Anticipated Graduation: _____

Major: _____ Minor: _____

Are you eligible to receive financial aid from FAFSA (Must be considered U.S. Citizen or eligible non-citizen)? Yes No

Have you filled out a FAFSA application for **2019-2020**? Yes No

Are you a first-generation college student? Yes No

Are you a participant in the 21st Century Scholars program? Yes No

Have you applied for any of the following scholarships? Please check all that apply.

| | <u>Received?</u> | <u>Year Applied/Received</u> |
|---|--|------------------------------|
| <input type="checkbox"/> Indiana Latino Institute | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| <input type="checkbox"/> La Plaza | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| <input type="checkbox"/> Mexican Scholarship Fund | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| <input type="checkbox"/> SADCO | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

Will you be receiving any scholarships for the **2019-2020 School Year**? Yes No

If yes, please list here: _____

2019 Summer Semester:

Will you be attending a college or university in the state of Indiana for the **2019 Summer Semester**? Y N

College/University Name: _____

Number of Credit Hours: _____ Which tuition rate are you paying? In-state Out-of-state

2019 Fall Semester:

Will you be attending a college or university in the state of Indiana for the **2019 Fall Semester**? Yes No
(If no, you are not eligible to participate in the 2018 Internship Program. Please contact ILI with any questions.)

Name of College/University: _____ Number of Credit Hours: _____

Major: _____ Which tuition rate will you pay? In-state Out-of-state

SECTION III. Employment

Please list the last two places you have worked; starting with the most recent:

1. Company: _____ Company Phone: _____
Job Title: _____ Start Date: _____ End Date: _____
Supervisor: _____ May we contact them as reference? Y N
2. Company: _____ Company Phone: _____
Job Title: _____ Start Date: _____ End Date: _____
Supervisor: _____ May we contact them as a reference? Y N

References:

Please list three references that are not considered family members. (Ex. Counselor, employer, mentor, etc.):

1. Full Name: _____ Phone Number: _____
2. Full Name: _____ Phone Number: _____
3. Full Name: _____ Phone Number: _____

Will you have a job during **Summer 2019**? Yes No

Where? _____ Number of Hours/Week: _____

Anticipated Schedule: (Ex. Mondays and Wednesdays from 3:00pm to 5:00pm)

SECTION IV. Additional Documents

Please include your resume and unofficial transcript with your application. These can be attached to the application or emailed to Rachel Santos the Education Program Coordinator, at 317-472-1055 or rsantos@indianalatinoinstitute.org

SECTION V. Internship Information

Orientation:

Each ILI intern must attend a 3-day orientation before the start of their fellowship. Please confirm that you are available on the following dates.

1. **Tuesday, May 22nd** from 9:30am -3:00pm: Yes No
2. **Wednesday, May 23rd** from 9:30 am-3:00pm: Yes No
3. **Thursday, May 24th** from 9:30am – 3:00pm: Yes No

Transportation:

Do you have reliable transportation to and from your internship site? (Please include a back-up form of transportation if your parents are your main means of transportation.) Yes No

If yes, please explain: _____

If no, please explain: _____

Special Obligations and or Activity Limitations:

Are there any obligations that should be considered in planning a placement (childcare, employment, ill family members, etc.)? Yes No

If yes, please explain: _____

Do you have any physical or other conditions that would limit your activity, or which should be considered in planning placement? (Proper accommodations will be made for students with physical limitations) Yes No

If yes, please explain: _____

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship opportunity, I understand that false or misleading information in my application or interview may result in my release. The Indiana Latino Institute will only provide a copy of this application to your chosen internship site for their review.

Signature: _____ **Date:** _____

THANK YOU!