**2020 Externship Program Application**

**Second Year Externs**

**Qualifications to Apply**

* **Participant from the 2019 Externship Program.**
* **Able to commit to the required dates and times listed in the “2020 Externship Program Information, Second Year Externs” document.**
* **Submit a completed Externship application by Sunday, January 5, 2020 at 11:59 pm. The application should be filled out with blue/black ink or electronically, proofread for spelling and grammatical errors, and have every section completed.**
* **LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

**A Complete Application Packet Will Include**

* A completed application (without any required sections missing)
* One required short essay
* Your current high school transcript (official or unofficial)
* A selected date(s) for Second Year application interview

**Application may be submitted by one of the following options:**

**Email:** [KZertuche@girlsinc-oc.org](mailto:KZertuche@girlsinc-oc.org)

with subject stating: 2020 Externship Application- Your First and Last Name

*Example: 2020 Externship Application- Stella Strong*

**Mail to:** Katherine Zertuche, Externship Coordinator

1815 Anaheim Ave., Costa Mesa, CA 92627

**Drop-off at:** Girls Inc. Youth and Family Center during business hours (Monday-Friday 9am-5pm)

1815 Anaheim Ave., Costa Mesa, CA 92627

**Please contact Katherine Zertuche with any future questions.**

[KZertuche@girlsinc-oc.org](mailto:KZertuche@girlsinc-oc.org)

Office Line: (714) 597-8612

| Girls Inc. of Orange County2020 Second Year Externship Program Application Due by Sunday, January 5, 2020 at 11:59 pm | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | |
| Full Name: | | | | | |
| School: | | Grade: | | Age: | |
| Email: | | | | Phone: | |
| Current Address: | | | | | |
| City: | State: | | | | ZIP Code: |
| **PARENT/GUARDIAN INFORMATION** | | | | | |
| Parent/Guardian Name (1): | | | | | |
| Email: | Phone: | | | | Relationship to Applicant: |
| Highest Education Level: | | | Current/most recent occupation: | | |
| Parent/Guardian Name (2, optional): | | | | | |
| Email: | Phone: | | | | Relationship to Applicant: |
| Highest Education Level: | | | Current/most recent occupation: | | |
| **USING THE INDUSTRIES PROVIDED,**  **LIST THE TOP FOUR INDUSTRIES YOU ARE INTERESTED IN PURSUING** | | | | | |
| 1) | | | | | **Arts, Business, Education, Engineering, Finance, Health Care, Human Resources, Legal, Medical, PR/Marketing, Project Management, Science,**  **Other (specify which)** |
| 2) | | | | |
| 3) | | | | |
| 4) | | | | |
| **REQUIRED SELECTED DATE(S) FOR INTERVIEW** | | | | | |
| **By using the stated dates and timeframes listed below, please check maximum three days for you to be potentially scheduled for an interview at the Girls Inc. center.**   * Please note that interviews will last approximately 30 minutes. * If none of the stated dates or times work with your schedule, please explain why on the next page. The Externship Coordinator will contact you with further instructions. | | | | | |
| Monday, January 13, 3:00 – 6:00 pm  Tuesday, January 14, 3:00 – 6:00 pm  Wednesday, January 15, 3:00 – 6:00 pm  Thursday, January 16, 3:00 – 6:00 pm  Friday, January 17, 3:00 – 6:00 pm | | | Monday, January 20, 3:00 pm - 6:00 pm    Tuesday, January 21, 3:00 – 6:00 pm  Wednesday, January 22, 3:00 – 6:00 pm  Thursday, January 23, 3:00 – 6:00 pm  Friday, January 24, 3:00 – 6:00 pm | | |
| None of the stated interview dates or times work with my schedule.  Explanation: | | | | | |
| **REQUIRED SHORT ESSAY** | | | | | |
| In **one essay**, you must respond to **both** of the following questions in  **minimum 400** words and **maximum 600** words:  **Question 1:** What is the most useful skill you learned from the Externship program and how have you incorporated it into your life since completing your first year as a Girls Inc. Extern?  **Question 2:** How will participating in a second year of the Externship Program further support you to achieve your career and professional development goals? Please give specific examples.  Use the provided space or attach the essay as an additional document.  Please use black/blue ink or type your responses electronically. | | | | | |
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