



**GEAUGA GROWTH PARTNERSHIP, INC.**  
**INTERNSHIP PROGRAM 2020 APPLICATION PACKET**

Thank you for your interest in Geauga Growth Partnership's 2020 Internship Program sponsored by the Geauga Growth Partnership and Geauga County Businesses.

This Application Packet provides you with the following information:

- 1) Program Introduction
- 2) Eligibility Requirements
- 3) Participant Requirements
- 4) Program Timeline
- 5) Application Instructions & Checklist
- 6) Application & Supplemental Documents

Questions about the GGP Internship Program may be directed to:

Betsy Covington at [bcovington@geaugagrowth.com](mailto:bcovington@geaugagrowth.com)



## GEAUGA GROWTH PARTNERSHIP, INC.

### INTERNSHIP PROGRAM 2020 APPLICATION PACKET

#### 1) Program Introduction

The Partnership's intern program offers junior and senior high school students the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of Geauga County high school graduates and to increase the likelihood that graduates will find jobs in Geauga County when their education is completed.

Internships will take place during the summer of 2020. Internships will be available with a variety of employers, ranging from manufacturing to retail to non-profit. In some cases, age limitations may apply. These are paid intern positions.

To be considered for the program students must meet eligibility requirements. Students accepted in the program and offered an internship must agree to and comply with participant requirements. Eligibility and participant requirements are outlined in sections 2 & 3 in this application packet.

#### 2) Eligibility requirements:

For your application to be considered you must meet the following requirements:

- Current junior and senior high school students who go to school in and/or reside in Geauga County (Note: Students can attend any public, private or home school).
- Minimum 2.0 Grade Point Average in your core courses.
- 95% attendance record for the current year and the previous high school year.
- A passing grade in all courses.
- Recommendations from **at least two teachers** who have or have had the candidate in class.
- Sealed transcript from your Guidance Counselor **(with seal signed by your Guidance Counselor)**. **Your transcript may be emailed by your Guidance Counselor.**
- Submit complete application by deadline.
- 17 years old by June 1, 2020. (Please contact with questions if you do not meet this requirement but are currently a Junior.)

#### 3) Participant Requirements:

If you meet the eligibility requirements and your application is accepted you must agree to and complete the following requirements to continue the process:

- Submission of required documents by their respective due dates
- Attendance of (2) two program workshops
- GGP interview participation
- On-site business interviews
- Commitment to 6 to 8 week internship
- Submission of end of program evaluation
- Attendance & participation at the Orientation and Intern Recognition Dinner



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#### 4) Program Calendar (Timeline & Deadlines)

Date	Event
February 19, 2020	Career Exploration and Internship Open House 5:30 pm – 8:30 pm Kent State - Geauga
February 20 – March 20, 2020	Accepting Intern Candidate Applications
March 23 – April 10, 2020	Interviews conducted by GGP to determine eligibility and acceptance in the program and match interns to businesses.
April 13 – May 1, 2020	Interviews to be conducted by participating businesses to determine if an internship will be offered.
May 4, 2020	Top 3 company selections to GGP
May 8, 2020	Intern match to businesses
May 11 – May 15, 2020	Offers to interns
May 20 or 21, 2020	Intern orientation by GGP
June 1, 2020	Internships begin on or around this date
August 7, 2020	Submit final evaluation
August 13, 2020	Intern Recognition Dinner - time and location TBD

#### List of Intern Hosts:

ASM International
ASM Materials Education Foundation
Geauga Commissioners Office
Geauga Court of Common Pleas
Great Lakes Cheese
Kinetico
Metzenbaum Sheltered Industries
NMS Inc.
Ronyak Paving
Sand Ridge Golf Club
Sheoga Hardwood Flooring
Troy Chemical Industries Inc.
Ullman Oil
University Hospitals - Geauga Campus



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#### 5) Application Instructions

1. Review the entire application packet with your parent or guardian. Participation requires commitment. This program is designed to provide you with career education in every aspect from application and interviews to workplace experience, soft skill competencies and two workshops. Absences from these events and work should be kept to an absolute minimum. **It is your responsibility to convey to your interviewer any days/times you are unavailable to work especially remembering such things as another job, family vacations, college orientations, fall sports, band camp and any school activities that may begin prior to the start of the school year. \* If your summer is too busy to fulfill six to eight weeks of an internship, this program may not be suited to you.**
2. Talk to your guidance counselor and teachers about recommendations.
3. Complete the application form and all required documents. Forms are provided for your application, guidance counselor certification, and teacher recommendations. Teacher recommendations may be in letter or memo form. Your resume may be in any standard resume format and should list relevant courses, work experience, and volunteer or community service. A sample resume has been included for you to use if you choose. A one-page limit is suggested.
4. Sign and have your parent/guardian sign the Consent and Agreement of Parent/Guardian and Intern as part of your application.
5. Submit your completed application to the Geauga Growth Partnership by 5:00 p.m. by **Friday, March 20, 2020.** Review and complete the application checklist to ensure it is complete. Note that late or incomplete applications will not be accepted. Be sure all documents are signed. \* Your complete application may be submitted electronically, by US Postal Service or delivered to the GGP office, 12373 Kinsman Rd., C-106, Newbury, Ohio. Office hours are 9 AM to 5 PM. You will be notified that your application was received and complete.



**GEAUGA GROWTH PARTNERSHIP, INC.**  
**INTERNSHIP PROGRAM 2020 APPLICATION PACKET**

**APPLICATION CHECKLIST**

Name: Last \_\_\_\_\_ First \_\_\_\_\_

School: \_\_\_\_\_

- Your application.
- Your resume.
- Your Guidance Counselor form.
- Your sealed transcript with seal signed by your Guidance Counselor.
- Your Two Teacher's recommendations (Guidance Counselor notes are not a recommendation).
- Your signed Consent and Agreement of Parent/Guardian and Intern.
- The appropriate Photo Release Form.

**Please only return the above forms/items to Betsy Covington**

**No Staples**

**Single-sided copies**

**Deadline: 5:00 p.m. Friday, March 20, 2020**



## GEAUGA GROWTH PARTNERSHIP, INC.

### INTERNSHIP PROGRAM 2020 APPLICATION PACKET

#### Internship Application

Please Print Legibly:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Cell phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Your email: \_\_\_\_\_

**\* Email will be the primary means of communication. Please ensure you can receive email from GGP.\***

Your Address: \_\_\_\_\_

High School \_\_\_\_\_ Current G.P.A.: \_\_\_\_\_

Choose One: Jr. Sr. (Year you will complete in May/June 2020)

I have received a passing grade in all my core high school classes (Yes or No) \_\_\_\_\_

I will be 17 yrs. old or older on 6/1/20 (Yes or No) \_\_\_\_\_ If no please contact GGP with questions.

***I HAVE PARTICIPATED IN GGP'S CAREER READINESS PROGRAMS: (Yes/No) \_\_\_\_\_***

***Please check all years you in which participated: Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_***

Anticipated Field of Study and/or Interest after Graduation:

\_\_\_\_\_

Why this Field or Interest?

**Your Parent/Guardian contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_



**GEAUGA GROWTH PARTNERSHIP, INC.**

**INTERNSHIP PROGRAM 2020 APPLICATION PACKET**

**Guidance Counselor Form**

Applicant to obtain the following information from their Guidance Counselor

Applicant Name: \_\_\_\_\_

**To be filled out by the Applicant's Guidance Counselor:**

Has the Applicant received a passing grade in all core high school courses? \_\_ Yes \_\_ No

What is the Applicant's core course cumulative GPA? \_\_\_\_\_

What is the Applicant's attendance record for the current year and previous academic year? \_\_\_\_\_  
(expressed as a percentage)

**\*\*Please attach a transcript in a sealed envelope with the seal signed by the guidance counselor.\*\* The guidance counselor may choose to email the transcript directly to Betsy Covington at [bcovington@geaugagrowth.com](mailto:bcovington@geaugagrowth.com) or MAIL TO GGP AT 12373 KINSMAN RD #C-106, NEWBURY, OH 44065 ATTN: Betsy Covington**

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2020. **This is NOT considered a teacher recommendation.**

\_\_\_\_\_  
Guidance Counselor signature

\_\_\_\_\_  
Guidance Counselor printed name

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



## GEAUGA GROWTH PARTNERSHIP, INC.

### INTERNSHIP PROGRAM 2020 APPLICATION PACKET

#### Teacher Recommendation Form

You are responsible to obtain at least **two** teacher's recommendations. This is in addition to the guidance counselor comments. Please see the guidelines for further information. Make copies of this page as needed or teachers may write a letter of recommendation on school letterhead.

To be filled out by a teacher of the Applicant (Two teacher recommendations are required)

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2020.

Teacher signature

Printed name

Email: \_\_\_\_\_

Phone: \_\_\_\_\_





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#### Teacher Recommendation Form

You are responsible to obtain at least **two** teacher's recommendations. This is in addition to the guidance counselor comments. Please see the guidelines for further information. Make copies of this page as needed or teachers may write a letter of recommendation on school letterhead.

To be filled out by a teacher of the Applicant (Two teacher recommendations are required)

Please comment on the Applicant's readiness to undertake the expectations of a paid internship during the summer of 2020.

Teacher signature

Printed name

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## **GEAUGA GROWTH PARTNERSHIP, INC.**

### **INTERNSHIP PROGRAM 2020 APPLICATION PACKET**

#### **Consent and Agreement of Parent/Guardian and Intern Applicant**

I, \_\_\_\_\_ (Parent or Guardian), give my permission for \_\_\_\_\_ (Applicant's name) to participate in an internship with a Geauga County employer during the summer of 2020. If an internship is offered and accepted, I undertake to comply with the terms of the internship and to assist the Applicant in meeting the internship's expectation of him/her.

The Partnership's intern program offers students who reside in Geauga County and attend junior or senior high school, (public, private or home schooled), the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of graduates and to increase the likelihood that graduates will find jobs in Geauga County when their education is completed.

I understand that the Geauga Growth Partnership's Internship Program is designed to facilitate an actual workplace experience for the Applicant and that employment and supervision of the Applicant will be by the business participant (Employer) and not by the Partnership.

This Parent/Guardian and Intern Applicant Consent and Agreement is an essential part of the internship. It is intended to state the expectations an Intern's Employer has for the intern and to advance the purposes of the Partnership's Internship Program. In signing this Agreement, both the Applicant and the Applicant's parent or guardian acknowledge these expectations and purposes and agree that the Internship may be revoked at any time for failure to comply with the conditions of the internship, for behavior inconsistent with the expectations or purposes of the internship, or at the request of the employer.

#### **General expectations:**

- The Intern shall adhere to all workplace regulations, including health and safety rules of the Employer and to the conditions of the Internship.
- The Intern shall notify his/her supervisor and, if unable to resolve, the Geauga Growth Partnership of any concerns or problems that may occur during or related to the Internship.

#### **Safety**

- The Intern shall report all workplace injuries to the internship supervisor immediately and shall submit any required accident or injury report to the Employer.

#### **Professionalism:**

- The Intern is expected to be on time and to fulfill his/her assigned work schedule. The Intern must follow their employer's policies in the event of absence, including absence because of illness or injury.
- The Intern is expected to show appropriate respect for others and for himself/herself and to exhibit polite behavior at all times.
- The Intern is expected to dress appropriately for his/her workplace situation.
- The Intern is expected to treat all business related operations and communications in the workplace as confidential.



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#### **Intern Applicant Agreement & Signature:**

I have reviewed the APPLICATION PACKET and agree to adhere to all requirements including the eligibility and participant requirements listed. I understand that the purpose of the Internship is to provide me with real-world experience in the workplace so that I am better prepared for future employment. I also understand that the benefits I receive from this experience will be in direct proportion to how much I put into it and how receptive I am to learning new skills and to dealing with new people and fellow workers.

In order to achieve this purpose and these benefits, I will adhere to the responsibilities associated with the Internship, and I commit fully to doing my best to meet and exceed its expectations.

I agree to work hard to complete the Internship to the satisfaction of my Employer and myself. I submit this application and the attached resume and documents for an internship with a Geauga County employer during the summer of 2020. I agree to the conditions for the internship and understand that, if granted, it may be revoked for failure to comply with the conditions of the internship, for behavior inconsistent with the expectations of the internship, or at the request of the employer.

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(Intern Applicant signature)

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(Date)

#### **Parent or Guardian Agreement & Signature:**

I have read the APPLICATION PACKET and I understand the requirements and expectations of the Internship Program. I hereby give my consent to the Applicant's participation in the Geauga Growth Partnership's Internship Program and its associated activities. I agree to use my best efforts to support the Intern as she/he works to adhere to the requirements and meet and exceed the expectations of the Program. I also agree, to the best of my ability, to attend the recognition event to be held at the close of the internship period.

I understand that the internship may be revoked at any time for the Intern's failure to comply with its conditions, for behavior inconsistent with its expectations, or at the request of the Employer. I shall, however, do my best to assist the Intern to complete the Internship to the satisfaction of the Employer and the Intern.

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(Parent or Guardian signature)

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(Date)



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#### PHOTO/VIDEO RELEASE FOR MINOR CHILD

I hereby authorize Geauga Growth Partnership, hereafter referred to as "Company," to publish photographs or video taken or created of myself, and our names and likenesses, for use in the Geauga Growth Partnership's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Geauga Growth Partnership from any reasonable expectation of privacy or confidentiality for me and for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child listed below and that I have full authority to consent and authorize Geauga Growth Partnership to use their likeness and name.

I further acknowledge that participation is voluntary and that neither I or the minor child will receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Geauga Growth Partnership, its contractors, its employees and any third parties involved in the creation or publication of Company publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor child listed below.

#### Authorization:

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship to Child/Children: \_\_\_\_\_

#### Names and Age of Minor Child:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Geauga Growth Partnership, Inc. is a 501 (c) (3) non-profit business-led organization dedicated to the retention, growth and attraction of jobs, investment and economic growth in Geauga County.

12373 Kinsman Rd. C-106, Newbury, OH 44065 [www.geaugagrowth.com](http://www.geaugagrowth.com), 440-564-1060



## GEAUGA GROWTH PARTNERSHIP, INC.

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#### Photo/Video Release Form

#### AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL

I, \_\_\_\_\_,  
hereby authorize the Geauga Growth Partnership (GGP) to use, reproduce, and/or publish photographs and/or video that may pertain to me ...including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the Geauga Growth Partnerships Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the Geauga Growth Partnership may publish materials, use my name, photograph, and/or make reference to me in any manner that the GGP deems appropriate in order to promote/publicize service opportunities. These may be publicized at public events, member events or on the GGP website.

#### Authorization:

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

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## INTERNSHIP PROGRAM 2020 APPLICATION PACKET

### SAMPLE RESUME

NAME

City, State Zip

Cell: 123-456-7891; Email: [email address](#)

### PROFILE

An enthusiastic student with exceptional communication and organizational skills to execute effectively and efficiently on projects. Proven ability to create strong collaborative relationships while working on teams. **THIS EXPLAINS YOUR PASSION**

Goal and Detail Oriented  
Accountable

Exceptional Communication Skills  
Creative and Effective Student

Quick Learner  
High Energy

### ADJECTIVES AND PHRASES THAT DESCRIBE YOU

### EDUCATION

**Berkshire High School**

**Burton, OH**

**2017 – Present**

#### ***General Studies***

Relevant Classes: **ANY CLASSES, ACTIVITIES THAT SPEAK TO SKILL SETS; BE SURE TO ADD ALL COMPUTER CLASSES; ANYTHING THAT RELATES TO: MARKETING, MEDIA, INTERPERSONAL COMMUNICATIONS, JOURNALISM, MATH SKILLS, SCIENCE AND TECHNOLOGY, FOREIGN LANGUAGE SKILLS, ETC**

Expected Graduation Date:

### EXTRACURRICULAR ACTIVITIES

Volleyball

- Team captain.

Berkshire High School

2018 – 2019

National Honors Society

- List any offices held.

Berkshire High School

2018 – Present

Varsity Cheerleader

- Co-Captain
- Varsity Letter

Berkshire High School

2019 – Present

**LIST ALL YOU DO AND IN WHAT CAPACITY (PRESIDENT, LEADER, CAPTAIN, ETC)**

### WORKING EXPERIENCE (list all)

**Geauga County Humane Society**

*Volunteer*

**Chardon, OH**

**06/2018 – Present**

- Responsible for feeding up to 30 animals per day.
- Maintained an exercise regimen for the animals, in all weather.
- Maintained a sanitary environment for the animals and customers.

**Geauga County Food Bank**

*Volunteer*

**Chardon, OH**

**04/2018 – Present**

- Volunteered to collect non-perishable items for the less fortunate
- Stocked shelves and helped clients

**“A ONE-PAGE RESUME IS RECOMMENDED”**