

## INTERNSHIP NOTICE #12

*Robert Wisniewski, PC - ATTORNEYS-AT-LAW – located in Lower Manhattan is looking for a high school junior or senior to intern 2-3 days a week. This NYC Law Firm focuses on wage, hour, overtime and earnings disputes. Job description is provided below...*

### **JOB DESCRIPTION:**

- *provide clerical support to attorneys of the firm and other staff*
- *file and organize legal documents*
- *file legal documents in court*
- *screen and transfer phone calls*
- *perform other duties as needed*

### **WORK SCHEDULE:**

- *Two or three days a week (M-F)*
- *Flexible hours (depends on your school schedule)*

### **COMPENSATION:**

- *\$12.00 per hour*

*If you are interested, please submit application below with a resume and transcript and email to: [bths.internship@gmail.com](mailto:bths.internship@gmail.com)*

*If you have any questions, feel free to see me in Room 1W9 or contact me via email...*

*Mr. Honor*

***Application Deadline: Friday, November 4<sup>th</sup>, 2011***

**Important Note:** If you are selected for the internship, please inform Mr. Honor immediately via email at:  
[bths.internship@gmail.com](mailto:bths.internship@gmail.com)

# Brooklyn Technical High School

“for Science Technology Engineering Mathematics”



## INTERNSHIP PROGRAM

**RANDY J. ASHER**  
Principal

**ISAAC B. HONOR**  
Internship Coordinator

### INSTRUCTIONS FOR STUDENT APPLICATION – 2011-2012

Please **read** and **follow** all instructions. Failure to do so may result in a **delay** in processing your application. The application must be **typed** and when completed; submitted by **email** along with a **resume, transcript and working papers** to: [bths.internship@gmail.com](mailto:bths.internship@gmail.com) If you have questions or need additional assistance, feel free to see me in Room 1W9... Mr. Honor

#### Application Instructions:

- Fill out completely your full name, mailing address, home phone, cell phone and carrier (for sending text messages if necessary), your BTHS email as well as an alternate email address. Date of Birth: in format: \_\_/\_\_/\_\_\_\_. You **must** answer the question regarding having a social security number. You must obtain working papers if you are **under** 18 years of age. Applications for working papers are on the internship page on the school website. You may submit your application without working papers as long as you have started the process, (as soon as you receive them, you must submit them via email) however you will not be able to start the internship without a current working paper certificate. Answer question regarding any health or physical limitations.
- In the section Educational Background, be sure to fill out completely. Include all languages you can speak, read or write fluently. If you are a freshman or sophomore and do not have a major, indicate general areas of interest for an internship. Indicate your internship availability.
- In the section Computer Applications/Skills Inventory, indicate your skill level with the software listed. You may add additional software that you are familiar with.
- In the section Future Goals and Interest, fill out completely.
- In the section Employment Record, fill out completely if you have previous work experience.
- Signature: Type your full name.
- Parent/Guardian Signature: Type your Parent/Guardian's full name and next to it indicate a phone number where they can be reached during the school day. Parent/Guardian will be contacted to verify their approval.

#### Email Instructions:

- Email completed application – resume - transcript - working papers to: [bths.internship@gmail.com](mailto:bths.internship@gmail.com)
- In the **Subject Line** include the following:
  - Your Full Name – Your Prefect – The Internship Name and Number

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### STUDENT APPLICATION – 2011-2012

APPLICATION MUST BE TYPED AND EMAILED

PLEASE ATTACH A RESUME

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone (Home) \_\_\_\_\_ **BTHS-Email** \_\_\_\_\_

Cell No \_\_\_\_\_ Personal Email \_\_\_\_\_

Cell Carrier (for sending text message) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Do you have a Social Security No?  Yes  No

Do you have Working Papers?  Yes  No (please attach a copy - you need working papers until the age of 18)

Do you have any health or physical limitations?  Yes  No

### EDUCATIONAL BACKGROUND

Prefect: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

Current Average: \_\_\_\_\_ (Attach a copy of current transcript)

Language(s): What language other than English do you Internship Notice # \_\_\_\_\_

Speak? \_\_\_\_\_

Read? \_\_\_\_\_

Write? \_\_\_\_\_

Internship Name \_\_\_\_\_

If you are not applying for a specific internship, please specify what general areas you are interested in (for example, business, engineering, medicine, science etc)

### AVAILABILITY:

Are you able to work full-time during the summer?  Yes  No

What hours are you available during school year? From: \_\_\_\_\_ To: \_\_\_\_\_

## COMPUTER APPLICATIONS/SKILLS INVENTORY:

Use the definitions below to rate your computer applications/skill level within the categories listed including specific software you have used. You may **add** other relevant software experiences in the extra spaces.

APPLICATIONS/ SKILL LEVEL	DEFINITIONS
4	Am very experienced with the software's basic, intermediate and advanced features. Have completed many varied assignments and projects using the advanced features of this software and am able to instruct others.
3	Have mastered all the basic and intermediate functions. Have completed several assignments and projects of varied types using the software and am able to instruct others about the basic and intermediate software features.
2	Am familiar with basic features as well as some intermediate features. Have completed assignments using the software and am able to instruct beginners about software basics.
1	Am familiar with basic features only.
0	Have not used this type of software.

SOFTWARE	EXPERIENCE/ SKILL LEVEL	SOFTWARE	EXPERIENCE/ SKILL LEVEL
<b>Operating Systems</b>		<b>Desktop Publishing/WebPage Design</b>	
Windows (Version _____):		MS Front Page	
MAC (Version _____):		GoLive	
Linux		HTML	
Unix		XML	
		Dreamweaver	
<b>Word Processing</b>			
MS Word		<b>Computer Graphics</b>	
WordPerfect		Adobe Photoshop	
Other:		Adobe Illustrator	
		Corel Draw	
<b>Spreadsheets</b>		InDesign	
MS Excel			
		<b>Programming Languages</b>	
<b>Databases</b>		C++	
MS Access		JAVA	
MySQL		JAVAScript	
FileMaker		Python	
		Visual Basic	
<b>Internet Browsers</b>			
MS Internet Explorer		<b>Computer Aided Design (CAD)</b>	
Netscape		AutoCAD	
Firefox		Inventor	
		Revits	
<b>Presentation</b>			
MS PowerPoint			

**FUTURE GOALS AND INTERESTS:**

What are your plans after Brooklyn Tech?

In college, what is your intended major?

Extracurricular Activities (in and out of school, including volunteer experiences):

**EMPLOYMENT RECORD:**

Last or Present Company

Telephone Number

Address

Dates Worked

From:

To:

Name of Supervisor

Reason for Leaving

Job Title and Duties:

What position did you hold that you really enjoyed?

Why did you enjoy it?

What position did you hold that you did not enjoy?

Why didn't you enjoy the position?

**Signature**

**Date**

*I know of and support my child's interest in having an internship. This is an application which is required for consideration. Brooklyn Tech **cannot** guarantee placement in an internship program.*

Parent/Guardian Signature

Date