**INTERNSHIP NOTICE #24**

**Brooklyn Summer HEAT** is looking for High School students; who live in Brooklyn, ages 16-18 (by July 5) to be hired in a variety of youth employment programs...

**Brooklyn Summer HEAT** (Help Employ Ambitious Teens) is the Borough President’s summer youth employment program, which encourages Brooklyn businesses to invest in our youth through employment. In the last few years, hundreds of teens between the ages of 16 and 18 have been hired through HEAT. This year, on the 7th anniversary of the program, Borough President Markowitz is calling on Brooklyn employers and students to **Turn Up the HEAT!**

Check out the information below...

**Final Date to submit an application is March 14, 2012**

**Program Requirements:**

- Must be 16-18 by July 5th
- Must Live in Brooklyn
- Must submit a resume
- Must submit a transcript with a cumulative average of 70 or above
- Must submit a letter of recommendation
- Must submit a one page essay discussing the following question:
  - In what ways will your participation in Summer HEAT enhance your personal development?
- If selected to the program, must attend (1) Business Etiquette Workshop on either April 28th, May 12th or May 19th.

**To fill out the application online....**


**Important Note:** If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com
2012 STUDENT APPLICATION
Final date to submit application: March 14, 2012

KEEP THIS PAGE FOR YOUR RECORDS

To be considered for a job, applicants must be 16–18 by July 5, 2012, live in Brooklyn, and include the following items with the application form:

☐ A resume.

☐ A transcript. Applicants are required to have a cumulative average of 70% or above.

☐ Letter of recommendation from a school official, religious leader, civic organization leader, or elected official.

☐ A typed, one page essay written by the applicant in which he/she discusses the following question:

* In what ways will your participation in Summer H.E.A.T. enhance your personal development?

Brooklyn Summer H.E.A.T (Help Employ Ambitious Teens) 718.802.3760

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SEAL OF THE CITY OF BROOKLYN
2012 STUDENT APPLICATION
FINAL DATE TO SUBMIT APPLICATION: MARCH 14, 2012

NAME: ___________________________ AGE: _____ Date of Birth: ____ / ____ / _____
ADDRESS: ___________________________ APARTMENT #: __________
CITY: ___________________________ STATE: _________ ZIP: __________
TELEPHONE #: (_______) _______ -- ___________ SECONDARY #: (_______) _______ -- ___________
EMAIL ADDRESS: ___________________________ @
NAME OF CURRENT SCHOOL: __________________________________________________________
GRADE OR COLLEGE YEAR: _______

IF YOU ARE UNDER 18, YOU MUST ACQUIRE WORKING PAPERS BEFORE THE START OF YOUR SUMMER EMPLOYMENT
HOW DID YOU HEAR ABOUT SUMMER H.E.A.T.? ________________________________________________________________

EMERGENCY CONTACT INFORMATION

NAME OF PARENT or GUARDIAN: ________________________________________________________________

WORK #: (_______) _______ -- ___________ EMPLOYER NAME _________________________
MOBILE/CELL #: (_______) _______ -- ___________

* SEE REVERSE SIDE
SKILLS EVALUATION
(Please check all that apply)

COMPUTER EXPERIENCE:

___ TYPING  ___ MS WORD  ___ MS EXCEL
___ ADOBE PHOTOSHOP OR PUBLISHING SOFTWARE
___ OTHER SKILLS/APPLICATIONS:

JOB FIELDS IN WHICH YOU HAVE AN INTEREST: (RANK FROM 1 TO 3)

___ CLERICAL SUPPORT  ___ CHILD CARE/RECREATION  ___ ARTS & CULTURE
___ FOOD SERVICE  ___ MAINTENANCE  ___ RETAIL  ___ OTHER:_____________________

OTHER SPECIAL SKILLS YOU WOULD LIKE US TO KNOW ABOUT:

___________________________________________________________________________

___________________________________________________________________________

LIST LANGUAGES OTHER THAN ENGLISH (spoken and/or read fluently):

___________________________________________________________________________

___________________________________________________________________________

PROGRAM REGULATIONS

• Job offers are competitive. We cannot guarantee job placement for all applicants.
• Wages are paid by the employing business, not by the Office of the Brooklyn Borough President.
• Applicants must be between the ages of 16 and 18 by the start of the program – July 5, 2012.
• You must attend (1) Business Etiquette Workshop on either: April 28th, May 12th, or May 19th.

CERTIFICATION STATEMENT

I, the undersigned certify that all information is true and that I will abide by all applicable rules and regulations of this program.

APPLICANT SIGNATURE/DATE  PARENT/GUARDIAN SIGNATURE/DATE

Please mail or deliver application to:
Brooklyn Summer H.E.A.T.
Office of the Brooklyn Borough President
209 Joralemon Street
Brooklyn, New York 11201
Phone: (718) 802-3760
www.brooklyn-usa.org

Brooklyn Summer H.E.A.T is a program of Best of Brooklyn, Inc., a 501(C)(3) organization whose mission includes improving the quality of life for all Brooklynnites, in particular our youth.