



Fall/Spring Teen Intern Application

Thank you for your interest in the Teen Intern Program at the Golisano Children's Museum of Naples (C'mon).

The Teen Intern Program is a career building and readiness experience for teens ages fourteen (14) through seventeen (17). Applicants must have at least fifty (50) volunteer service hours prior to application. The career development experience is a fourteen (14) week immersive teen training requiring fifty-six (56) hours of service for up to six (6) teens per session. The fall program begins mid September and the spring program begins late February. Teens participate in staff trainings, career workshops, resume writing, professional mentoring sessions, and educational leadership interactions. The program is repeated for three trimesters within a grant cycle. Scholarships are allotted to Teen Intern graduates!

Please complete this application and return it to the Museum via fax, email or in hard copy.

Personal Information

Name (last) _____ (first) _____ Birthday (month/day/year) _____ / _____ / _____
 Primary Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____ Best time to call _____
 E-mail (required) _____

Interests

Do you like children?	yes	no
Have you previously worked with children?	yes	no
Have you previously worked with special needs children?	yes	no
Do you enjoy talking with people you just met?	yes	no
Do you enjoy explaining things?	yes	no
Do you enjoy giving speeches or demonstrations?	yes	no
Do you like working with your hands?	yes	no

Please list any relevant certifications (example First Aid, CPR, AED, life guard, babysitter training, etc.)

- _____ Date of certification: _____ / _____ / _____
- _____ Date of certification: _____ / _____ / _____

Do you speak any other languages? If so, please list: _____

Have you ever been convicted of or plead guilty to a felony or misdemeanor? yes no

If yes, please describe _____

Experience and Skills

Please answer the following questions in your cover letter. A cover letter allows you to introduce yourself to C'mon and to explain your interests, motivations, and why you are the candidate we should select for the internship. A typed cover letter is **required** to be considered for the internship.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Why are you interested in getting involved at C'mon? • <u>What position(s) interest you? List up to three, in order of interest. For each position, explain why you are interested what makes you uniquely qualified to serve in the position.</u> • What skills/strategies will you bring to the C'mon team? • Describe a past experience where you proactively used your communication and leadership abilities to achieve results. | <ul style="list-style-type: none"> • Have you ever volunteered or worked with children before? If yes, please describe. • How do you think this program will benefit future endeavors you may pursue? • What school subjects have you taken that will be beneficial for the program? Please explain what you learned and how you would use it. • What is your most important high school activity? Why? |
|--|---|





Education

School: _____ Grade level: _____

Are you currently participating in the free or reduced lunch program? [] YES [] NO

Do you have access to a computer? [] YES [] NO

Are there any special accommodations needed for you to intern?

Extracurricular activities:

• Activity: _____ Position: _____ Years: _____

Description:

• Activity: _____ Position: _____ Years: _____

Description:

• Activity: _____ Position: _____ Years: _____

Description:

• Activity: _____ Position: _____ Years: _____

Description:

• Activity: _____ Position: _____ Years: _____

Description:

Emergency Contact

Name _____ Relationship _____

Phone _____ Phone _____





Teen Intern and Parent Acknowledgement

Dear Student and Parent/Guardian:

By completing and submitting this packet, you are applying for a position in the C'mon Teen Intern Program. A total of 56 intern hours are required for completion of the internship. This is a fourteen week long commitment consisting of 4 hours of interning per week. C'mon relies heavily on interns to assist with staffing, delivering programs to visitors, and general running of the Museum. Here are a few general guidelines for C'mon Teen Interns:

- All Teen Interns must submit a complete application, including Cover Letter Parent Acknowledgement, and Reference forms in advance of their interview.
- All Teen Interns must attend training, at the beginning of the program.
- Teen Interns are expected to give 48 hour notice if they will be missing a previously scheduled shift. Repeated unexcused absences may result in dismissal from the program and forfeiture of your stipend.
- Supervisors may call Teen Interns who are more than 15 minutes late for a scheduled shift.
- Teen Interns will complete a reflection journal after a shift about their experiences at C'mon.
- Teen Interns must be available for a two hour shift on a weekday.
- Teen Interns must choose two days of the week to intern and be consistent with those dates throughout the 14 week internship.

If you have questions about these guidelines or any other aspect of the C'mon Teen Intern Program, please do not hesitate to contact me directly. I can be reached at (239) 260-1602 or via email at jenloemurphy@cmon.org.

I look forward to discussing our Teen Intern opportunities with you.

Sincerely,

Jessica Enloe-Murphy

I agree that my acceptance to the internship program is contingent upon successfully meeting background check requirements. I further agree that if I have been convicted of a crime, the authorities of the Golisano Children's Museum of Naples may obtain the details of the conviction to determine its relationship to the internship.

I understand that the Golisano Children's Museum of Naples may take photographs from time to time for its publications and other uses. I authorize C'mon to use photographs of me without additional notification.

I have read and understand the above guidelines. I understand that failure to comply with any of the above guidelines may result in dismissal from the C'mon Teen Intern Program.

Applicant Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____





Reference Form

Student:

Please complete the name, address and school information on this reference form. Place the form in an envelope addressed to:

**C'mon Teen Intern Program
Golisano Children's Museum of Naples
15080 Livingston Road
Naples, FL 34109**

Ask a teacher, counselor, coach, youth leader, principal, or another unrelated adult supervisor to provide a reference for you by filling out the form and mailing, emailing or faxing it to the attention of the C'mon Teen Intern Program at the Golisano Children's Museum of Naples. Your application will not be complete until this form is returned to us.

Please print:

Student's Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____

School Currently Attending _____ Grade _____

Dear Teacher/Counselor/Youth Leader/Coach/Principal/Supervisor:

Students interested in interning at Golisano Children's Museum of Naples (C'mon) must provide a reference from an interested but unrelated adult. This form is confidential and will become a permanent part of the intern's file at C'mon. Your candid evaluation is essential in assisting us in selecting suitable candidates for intern roles and matching those candidates with appropriate job responsibilities. After completion, please mail, email, or fax (239) 260-1616 to the attention of **Teen Intern Program at C'mon**. If you have any questions regarding this form please feel free to contact Jessica Enloe-Murphy via telephone (239) 260-1602 or e-mail jenloemurphy@cmon.org. Thank you for your interest and prompt response!

Please complete the evaluation on the reverse side using a pen. Check all of the responses that apply and include comments if relevant in order to help determine qualifications, skills, interests and appropriate assignments.





Reference Form

Attendance

Exceeds Standards Meets Standards Needs Improvement

Dependability/Punctuality

Exceeds Standards Meets Standards Needs Improvement

Appearance (neatness and following dress codes if any apply)

Exceeds Standards Meets Standards Needs Improvement

Speaking AbilityOne on one

Exceeds Standards Meets Standards Needs Improvement

In front of groups

Exceeds Standards Meets Standards Needs Improvement

Reaction to SupervisionFollowing directions

Exceeds Standards Meets Standards Needs Improvement

Reaction to discipline and constructive criticism

Exceeds Standards Meets Standards Needs Improvement

Initiative (self-motivation)

Exceeds Standards Meets Standards Needs Improvement

Willingness to Learn

Exceeds Standards Meets Standards Needs Improvement

Work Attitude

Exceeds Standards Meets Standards Needs Improvement

Performance

Exceeds Standards Meets Standards Needs Improvement

Additional Comments: _____

Name (please print) _____

Phone _____ Relationship to student _____

Signature _____ Date _____





Availability

Please indicate your availability to intern with C'mon. Your availability is taken into consideration when selecting you a possible Teen Intern. Shifts are scheduled in two hours blocks. You will have two shifts per week. One of your two shifts for the week MUST be scheduled on a weekday. Please note that we do not schedule interns on Wednesdays as the Museum is closed. Our hours are 9:00 am- 5:00 pm Monday-Tuesday and Thursday-Saturday. Our Sunday hours are 11:00 am- 4:00 pm.

Please list your availability for each day in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			X			

We understand that special events, family trips, and school functions may occur during the course of your internship. To the best of your ability, please list any upcoming plans that may require alteration of your internship schedule. Talk this over with your parents in case they have plans of which you are not aware.

Examples: Prom Saturday 5/6, Disney Weekend Friday 3/11-Monday 3/14, Choir Show Tuesday 4/5

