



## CAPA Community Education Fund Internship Application – 2012

Thank you for your interest in the CAPA Community Education Fund's Summer Internship Program. Only completed applications will be reviewed by the Internship Committee.

**Deadline:** The online application form must be submitted along with an attached portrait by Monday, February 27, 2012 at 11:59 pm.

**You must make sure that you will be available on all dates listed below before applying:**

- *Qualified Applicants Interview Day: Sunday, March 18, 2012*
- *Accepted Interns Orientation/Training Day: Sunday, April 29, 2012*
- *Training Day: Sunday, May 20, 2012*
- *Gala Preparation Meeting: Sunday, July 8, 2012*
- *Gala Day & Evening: Saturday, August 18, 2011*
- *Fall Forum/Graduation: Sunday, October 14, 2012 (tentative)*

### Personal Profile

English Name \_\_\_\_\_ Chinese Name (optional) \_\_\_\_\_  Female  Male

Home Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Please print carefully; you will be contacted for an interview using the email provided.

Parent/Guardian 1: English Name \_\_\_\_\_ Chinese Name (optional) \_\_\_\_\_

Phone(home/cell/work) \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian 2: English Name \_\_\_\_\_ Chinese Name (optional) \_\_\_\_\_

Phone(home/cell/work) \_\_\_\_\_ Email \_\_\_\_\_

Please print carefully. We may contact parent/guardian during student's internship.

Are you a member of CAPA? (CAPA membership is encouraged, but not required)

Yes.  No, but a family member is a member of CAPA.

No, please see attached membership application form (membership form can be downloaded from [www.capacommunity.org](http://www.capacommunity.org))

Are you a registered voter?  Yes  No  Not eligible

If Yes:  Democrat  Republican  Other: \_\_\_\_\_

How did you hear about us? (Check all that apply)

CAPA website  School counselor  Chinese School  Flyer  Friend

Referred by \_\_\_\_\_  Other (be specific) \_\_\_\_\_

### Academic Information

School you currently attend \_\_\_\_\_

Current school grade \_\_\_\_\_

GPA (cumulative un-weighted) \_\_\_\_\_

Have you taken or are you taking Civics or Political Science courses:  Yes  No

If yes, how many:  1 – 2  3 – 4  5+ courses

### **Geographic Preferences**

The Internship Program covers a wide geographic area. Accepted interns are responsible to arrange transportations to go to assigned offices. Please check ALL the locations where you would be able to work during the summer. Please note that your location preference is not guaranteed, it's only a reference for the Intern Committee.

- Central Contra Costa (Concord, Walnut Creek, Pleasant Hill, Martinez)
- East Contra Costa (Pittsburg, Antioch, Brentwood, Oakley)
- West Contra Costa (Richmond, El Cerrito)
- San Ramon Valley (Alamo , Danville, San Ramon)
- Tri-Valley (Dublin, Pleasanton, Livermore, Castro Valley)
- Oakland / Berkeley
- San Francisco

### **Extracurricular Activities**

On a separate sheet, please list extracurricular activities in which you have participated. Please include the date(s) you were involved and a brief description of the activity. Extracurricular activities include work (paid or not paid) experience, community (volunteer) service, clubs and organizations (including offices held, if applicable), athletics, performing arts, and other activities. List your major talents.

### **Essay**

Please write a "Statement of Purpose" essay (up to 400 words) which (a) explains what you hope to learn from your internship experience and how you would apply your experience after the internship, and (b) describes the skills and perspectives that you would apply to the office of an elected official.

### **Letter of Recommendation**

Please provide a minimum of two (2) letters of recommendation, including one from academic professional (teacher, professor, counselor/advisor, school administrator), and one from an individual (supervisor, civic leader, or other individual).

#### Application check list:

- Application form (in pdf format)
- Portrait (in jpeg or gif format preferred)
- Extracurricular activities (pdf format preferred)
- Essay (pdf format preferred)
- 2 signed recommendation letters [Options: 1. email file to [internship@capacommunity.org](mailto:internship@capacommunity.org) (preferred) or 2. postal mail copy to P.O. Box 4314, Walnut Creek, CA 94596 before deadline]

**To the best of my knowledge, the information I provided above is accurate.**

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

Submit your completed application via email to [internship@capacommunity.org](mailto:internship@capacommunity.org).



# 美華參政協會

## CHINESE-AMERICAN POLITICAL ASSOCIATION

A California State Registered Non-Profit Organization  
P. O. Box 4314, Walnut Creek, California 94596-0314

Email: CAPA@CAPAcommunity.org Website: www.CAPAcommunity.org

Phone: (925) 289-VOTE (8683)

### MEMBERSHIP FORM

(2012)

New Member(s)

Renewal

Information Update

*Please print your information legibly*

(1) English Name \_\_\_\_\_ Chinese Name (optional) \_\_\_\_\_

(2) English Name \_\_\_\_\_ Chinese Name (optional) \_\_\_\_\_

Are you a registered voter?  Yes  No  Not eligible

Mailing Address \_\_\_\_\_

E-mail (1) \_\_\_\_\_ E-mail (2) \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone (1) \_\_\_\_\_ Work Phone (2) \_\_\_\_\_

Cell Phone (1) \_\_\_\_\_ Cell Phone (2) \_\_\_\_\_

I/We would like to help with association activities

I/We would like to serve on the Board

Referred to CAPA by \_\_\_\_\_

#### Please Check Your Membership & Circle the Amount:

Individual Membership ..... annual dues \$ 20.00

Family Membership ..... annual dues \$ 30.00

Life Membership ..... one-time \$ 200.00

Additional Donation ..... \$ \_\_\_\_\_

**Total Enclosed** ..... \$ \_\_\_\_\_

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

❖ Please send this form and your check made payable to CAPA to P.O. Box 4314, Walnut Creek, CA 94596-0314