# ECSS Internship Application Form

To be completed by the student.

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Please make sure you answer **all** questions in full.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | School | | | | | |
| Contact information | | | | | | | | |
| Last name | First name | | | | | Middle name / initial | |
|  |  | | | | |  | |
| Street address | City | | State | Zip Code | Home phone | | | Cell phone |
|  |  | |  |  |  | | |  |
| Your CPS Email address: | | | | | | | | |
| Name of parent / guardian: | | | | | | | Phone no. | |
| Employment / Extracurricular history | |  | | | | | | |
| Please attach a resume of any paid or community / volunteer work you have performed and extracurricular activities you are currently involved in. | | | | | | | | |
| Education / Skill Development to date | | | | | | | | |
| Are you currently or planning to pursue one of the ECSS IT Pathways?   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Networking ❑ | Web Development ❑ | Computer Science / Programming ❑ | |  |  | | | What other technical skills do you have and what level of experience? | | Beginner | | Intermediate | Advanced | | | Microsoft Excel (VLookUP,, SUMIF, IF, writing formulas) | | | ❑ | ❑ | | ❑ | | Multimedia (Dreamweaver, Wikis, graphic design, Final Cut, Flash, iMovie | | | ❑ | ❑ | | ❑ | | HTML, CSS, PHP | | | ❑ | ❑ | | ❑ | | JavaScript | | | ❑ | ❑ | | ❑ | | Cisco Networking | | | ❑ | ❑ | | ❑ | | Linux Operating Systems | | | ❑ | ❑ | | ❑ | | MySQL | | | ❑ | ❑ | | ❑ | | MS Access | | | ❑ | ❑ | | ❑ | | Hardware Repair | | | ❑ | ❑ | | ❑ | | Mac Operating Systems | | | ❑ | ❑ | | ❑ | | How would you rate your professional skills? | | | Excellent | Good/Fair | | Poor | | Punctuality | | | ❑ | ❑ | | ❑ | | Appearance | | | ❑ | ❑ | | ❑ | | Attitude | | | ❑ | ❑ | | ❑ | | Communication Skills | | | ❑ | ❑ | | ❑ | | | | | | | | | |

|  |  |
| --- | --- |
| Do you speak any other languages?  ❑ Yes ❑ No | If yes, please list language  ❑ Fluent ❑ Semi-Fluent ❑ Basic |
| Access to Internet (Check all that apply): ❑Home ❑School❑Cell Phone ❑Other (please specify): | How will you travel to the internship site? ❑ car  ❑ CTA: nearest stop to your home­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑Other (please specify): |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| General information | | |  | | | |
| Please answer the following questions as fully as possible. This is an opportunity to display your written communication skills, so use complete sentences and check your spelling, punctuation and grammar. | | | | | | |
| What do you hope to gain from an internship? | | | | | | |
|  | | | | | | |
| List three things you would like to learn to do better | | | | | |
|  | | | | | | |
| What are your plans for the future? What other careers are you considering? | | | | | |
|  | | | | | |
| How do you use technology in your daily life and what about technology is exciting? | | | | | |
|  | | | | | |
| In case of emergency | | | | | |
| Name of person we should contact in an emergency | Relationship to you | | Their phone no. | | Their work phone no. |
|  |  | |  | |  |
| **The above information is true to the best of my knowledge. I understand that if I give false information, my internship may be terminated and I may face dismissal from my host company.** | | | | | |
| Name (please print) | | | | Date | |

Submit this form (and extra pages if used), a resume and a portfolio of your work to date, no later than the deadline which will be TBD.