

# FUTURE GRADS



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San Francisco Police Foundation  
and sf.citi welcome you to apply  
for the 2018 Future Grads High  
School Student Stipend Internship

**SFPD Community Engagement Division**

3401-17<sup>th</sup> Street

San Francisco, CA 94110

Summer Internship

[SFPDCommunityRelations@sfgov.org](mailto:SFPDCommunityRelations@sfgov.org)

Phone: 415.558.5453 or 415.558.5492

**Deadline for application is: April 20, 2018**

# THE SAN FRANCISCO POLICE FOUNDATION & SF.CITI

The San Francisco Police Foundation and sf.citi supports the SFPD “Future Graduates Program.” The Foundation invites you to apply for a paid summer internship.

Since this is genuine employment, there is a competitive process for available internships. The process involves an application (with permission slip as necessary), a written essay, and a job interview.

Applicants will be selected based on need, their commitment to graduating high school and being a positive influence in their communities.

## CHECKLIST

- Personal Information
- Emergency Information
- High School Information
- Office Skills
- Field Interest Essay (Typed or Hand-Written legible) Signature
- Page/Program Guidelines

## SUBMISSION INSTRUCTIONS

Application must be typed or written in blue or black ink. Must be legible.

**Deadline for application is: April 20, 2018**

**Applications may be mailed or emailed to:**

SFPDCommunityRelations@sfgov.org

**Mail application to:**

Community Engagement Division

3410-17<sup>th</sup> Street

San Francisco, CA 94110

Attn: Summer Internship

Phone: 415.558.5492 or

415.558.5453

## PERSONAL INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Cell or Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## HIGH SCHOOL INFORMATION

Current School (Name): \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

What Grade Level have you completed? \_\_\_\_\_

Name of Referring Community Based Organization Employee (CBO) or School Counselor:

\_\_\_\_\_

CBO employee or School Counselor Email:

\_\_\_\_\_

CBO or School Counselor Phone: \_\_\_\_\_

## WORK HISTORY

Name of Company: \_\_\_\_\_

Employment dates: \_\_\_\_\_

Position:

\_\_\_\_\_

Name of Company: \_\_\_\_\_

Employment dates: \_\_\_\_\_

Position:

\_\_\_\_\_

## OFFICE SKILLS

Please check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Excel            | <input type="checkbox"/> Word             |
| <input type="checkbox"/> PowerPoint       | <input type="checkbox"/> Copier / Printer |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Fax Machine      |
| <input type="checkbox"/> Other:           |   |

## FIELD INTEREST

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting / Finance              | <input type="checkbox"/> Engineering                                   |
| <input type="checkbox"/> Administration / Clerical         | <input type="checkbox"/> IT / Programming                              |
| <input type="checkbox"/> Architecture                      | <input type="checkbox"/> Library Services / Record Management Science- |
| <input type="checkbox"/> Communications / Public Relations | <input type="checkbox"/> Biological / Environmental                    |
| <input type="checkbox"/> Other:                            |  |

## ESSAY

To be considered for the program a 300 word essay must be included, answering one of the below listed questions:

- 1) What is your goal in life and how do you plan to achieve it?
- 2) Who is the person whom you admire the most and why?
- 3) Why are you interested in this program and what would you bring to the program?

## SIGNATURE PAGE

By signing below, I certify that all of the information above is true and complete to the best of my knowledge and that I have not provided any intentionally misleading information or omitted any required information.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROGRAM GUIDELINES

The Future Graduates Program collaborates with the San Francisco Police Department (“SFPD”), the SF Police Foundation and sf.citi, a non-profit, who connects tech companies and private employers to high school students in San Francisco with paid summer internships. Interested students apply to the Future Graduates’ Program which last for eight weeks, and may be with the SFPD, other City and governmental agencies, or private employers. The SFPD will make the internship assignment. These Program Guidelines set the expectations for Program participants. Each participant receives a copy of these Program Guidelines and is responsible for reading and following the Guidelines. Participating employers may have additional requirements, policies, and procedures applicable to their Program participants.

### Participating Employers

Each participating employer will assign a liaison to the Program. In addition, the participating employers will assign each student participant a supervisor who will direct and monitor the participant’s work and compliance with Program Guidelines, as well as any employer-specific requirements, policies and procedures.

### Program Hours

Program participants are expected to work MONDAY through FRIDAY (excluding legal holidays). Each participating employer will set the work schedule for its participants. The schedule will not exceed 8 hours per day or more than 20 hours in a week. Each day, participants will receive a 30 minute lunch break and two 15 minute breaks (one in the morning and one in the afternoon on the 8 hour schedule). Participants will be required to track their actual hours at work, to support payment under the Program. All employers must follow all state laws adhering to minors in the work place.

### Punctuality and Attendance

Participants must be on time each day. Tardiness requires an acceptable explanation. Participants shall provide advance notice of an absence, if possible. All absences require a written excuse from a doctor or some supporting document that verifies the participant’s need to be absent. Excessive tardiness and/or absenteeism may result in the participant being removed from the Program.

## PROGRAM GUIDELINES – CONTINUED

### **Drugs, Alcohol and Smoking**

Participants shall not possess, use or be under the influence of any intoxicants, including alcohol, in the workplace. Participants shall not smoke while in the workplace. Violation of these prohibitions will result in removal from the Program.

### **Discrimination and Harassment**

The SFPD is committed to ensuring that the Program operates in a manner that is free from discrimination. In keeping with that commitment, SFPD strictly prohibits all forms of unlawful discrimination and harassment, including sexual harassment and harassment based on race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, or any other characteristic protected by federal, state or local law. Retaliation against an individual who files a complaint or who assists in an investigation of a complaint is also prohibited.

If any Program participant feels that he or she is being discriminated against or harassed by anyone in the Program or at his or her assigned workplace under this Program, the participant should inform either his or her supervisor at the assigned workplace or CONTACT AT NONPROFIT.

### **For Program Participants working for the SFPD**

#### **Criminal Background Check:**

A criminal background check is required for any participant who works for the SFPD.

#### **City Property and Information:**

All City equipment, devices and materials, supplies, and furnishings (e.g., photocopier, facsimiles, telephones, computers, stationery, etc.) must be used only for conducting City business. Use of City property for personal purposes is strictly prohibited and grounds for removal from the Program.

#### **Confidential Information:**

Information obtained in the course of a participant's work for the SFPD may be confidential and protected by law. Participants shall treat any information obtained while working for SFPD, including any information about crimes, victims and suspects, as strictly confidential and shall not disclose that information. Release or dissemination of such information may constitute an invasion of privacy, and will be grounds for removal from the Program.

# PROGRAM AGREEMENT – APPLICANT

**As a participant in the Future Graduates Program, I pledge the following:**

1. I will be on time for work.
2. I will treat all Program participants and staff with respect and courtesy.
3. I will respect the workspaces and property of the employer for which I am working and the personal belongings and property of my co-workers and other Program participants.
4. I will follow staff directions.
5. I will not make statements or engage in conduct based on or about any person's race, age, gender, sexual orientation, religion or other protected characteristics (as specified in the Guidelines), or engage in conversation demeaning to staff, co-workers or others.
6. I understand that drugs, alcohol and smoking are prohibited during Program work hours. I understand that if I possess, use, or am under the influence of either drugs or alcohol while participating in the Program, which shall result in immediate removal from the Program.
7. I understand that as a participant in the Future Graduates Program, I represent the San Francisco Police Department as well as the employer for which I am working.
8. Should I have questions about my participating in the Program, I will seek assistance from my assigned supervisor or a Program staff member.
9. I will not use cell phones, pagers, earphones, music devices, or personal electronic or entertainment devices during work hours.
10. I will not speak loudly or use profanity during work hours.
11. I will assist in daily program set up and clean up, as applicable.

**By signing below, I certify that:**

1. I have read the Future Graduates Program Guidelines and understand and agree to comply with those Guidelines.
2. I understand the nature of the work of the Program, and that this Program provides an eight week summer apprenticeship opportunity.
3. I understand that my success in this Program depends on my personal commitment.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROGRAM AGREEMENT – PARENT/GUARDIAN

I understand that the City and County of San Francisco does not provide accident/medical insurance for the child named above, and that medical bills, any subsequent treatment or care, including prescription drugs, are the responsibility of the parent or legal guardian. I understand that photos and video images of my son/daughter may be taken by Program representatives for purposes of supporting or promoting the Program. I hereby authorize that the likeness of my son/daughter may be taken during his/her participation in the Program. I acknowledge that my child and I may refuse to participate in such photographs or videos. I also understand that the photographs or videos remain the property of the individual who took the images and I hereby hold harmless the City and County of San Francisco, it's departments, employees and agents, from any reasonable expectations of privacy or confidentiality associated with the photos or video images.

My signature below affirms that I am the lawful parent/legal guardian of the above-named minor and I understand and agree to the Program Guidelines and the provisions of this **consent and release as described in this paragraph.**

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 2018 Future Grads High School Student Stipend Internship

As a participant in the Future Graduates Summer Tech Internships 2018 program, I hereby declare that I am solely under the guardianship of the San Francisco Police Foundation for hours completed during this specific program, who shall assume all liability on behalf of the partner host company.

As such, I shall receive a paid stipend for this program during the period of 6/18/18 - 8/10/18 solely from the San Francisco Police Foundation, henceforth known as the employer for the duration of said summer session.

As a summer intern, I hereby forfeit any future recompense from or connection to the partner host company under this agreement, and therefore agree not to disclose any confidential or proprietary information relating to the company, regardless of whether said information is specifically identified as confidential or proprietary. Confidential or proprietary shall mean any and all information provided by the company concerning the business, technology and information of the company during the course of this internship.

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

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

SF Police Foundation Representative \_\_\_\_\_ Date \_\_\_\_\_

