



## **JUNIOR WORKFORCE DEVELOPMENT PROGRAM INTERNSHIP APPLICATION PACKET**

To apply for a position with the *Junior Workforce Development Program* please submit the following completed materials:

1. Internship Application Form
2. Internship Agreement
3. Internship Program Anti-Nepotism Policy and Agreement Form
4. Internship Interest Form
5. Internship Availability Form
6. Statement of Interest
7. Current Resume
8. Letter from your high school, college or university (must be on their letter-head) stating that you are currently enrolled and **will be receiving credit** for your internship.
9. Current Transcript
10. Letter of Recommendation from academic advisor, instructor or employment supervisor (optional).

Completed Application and attachments should be sent to:

Zeydi Gutierrez  
phone: 510-632-3467, ext. 225  
fax: 510-633-5292  
zgutierrez@abifoundry.com

**NOTE:** All materials must be submitted to the person indicated above. All materials #1-9 must be included at the time of application. Your application will not be processed without all of the above mentioned items. Following submission of the above, you will be contacted for an interview. All applicants must be at least 16 years of age and will earn minimum wage. Applicants under 18 years of age must provide a valid work permit.

**JUNIOR WORKFORCE DEVELOPMENT PROGRAM  
INTERNSHIP APPLICATION**

PLEASE PRINT OR TYPE

TODAY'S DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

FULL RESIDENCE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ALL CONTACT PHONE NUMBERS: \_\_\_\_\_

PARENTS/GUARDIAN NAME: \_\_\_\_\_

PARENTS/GUARDIAN FULL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ALL PARENTS/GUARDIAN CONTACT PHONE NUMBERS: \_\_\_\_\_  
\_\_\_\_\_

ANOTHER NAME/ADDRESS & NUMBER FOR US TO CONTACT IN THE EVENT OF AN EMERGENCY:  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL CURRENTLY ATTENDING: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_  
\_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_

ACADEMIC ADVISOR NAME: \_\_\_\_\_

ACADEMIC ADVISOR NUMBER: \_\_\_\_\_

MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_

ENROLLMENT STATUS: \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_



**JUNIOR WORKFORCE DEVELOPMENT PROGRAM  
ANTI-NEPOTISM POLICY AND AGREEMENT FORM**

**Policy**

Interns may not fulfill internships for which they receive grades or credit under the direct supervision of any immediate family members. For the purposes of this policy, "immediate family" is defined as a spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the student's household.

Upon accepting an internship for a grade or credit, students will be asked to sign and return a copy of this policy to AB&I Foundry, indicating that they have complied.

**Compliance with the Anti-Nepotism Policy**

By signing this form, I affirm that I have read, understand and comply with this anti-nepotism policy. I further affirm that any for-credit or for-grade internships I complete will not be performed for or performed under the supervision of any of my immediate family members (as defined above).

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

If under 18:

I, \_\_\_\_\_ (parent/legal guardian) of \_\_\_\_\_ have read the policy and discussed its contents with the applicant and affirm to provide consent to the terms of the anti-nepotism policy.

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

**JUNIOR WORKFORCE DEVELOPMENT PROGRAM  
INTERNSHIP INTEREST FORM**

Please mark your areas of interest by ranking 1-5, with 1 being most important to you and 5 being least.

- \_\_\_\_\_ Administration
- \_\_\_\_\_ Engineering
- \_\_\_\_\_ Environmental Compliance
- \_\_\_\_\_ Safety
- \_\_\_\_\_ Marketing and Sales

List school/college courses taken applicable to your main area of interest:

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**JUNIOR WORKFORCE DEVELOPMENT PROGRAM  
INTERNSHIP AVAILABILITY FORM**

_____ FALL SESSION	From _____ through _____
_____ WINTER SESSION	From _____ through _____
_____ SPRING SESSION	From _____ through _____
_____ SUMMER SESSION	From _____ through _____

**NUMBER OF HOURS AVAILABLE PER DAY (NOT TO EXCEED 20 HOURS PER WEEK)**

MONDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

TUESDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

WEDNESDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

THURSDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

FRIDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

SATURDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

SUNDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

TOTAL HOURS PER WEEK \_\_\_\_\_

**JUNIOR WORKFORCE DEVELOPMENT PROGRAM  
STATEMENT OF INTEREST**

Please state, in 300 words or less, why you would like to become an intern... (Please print neatly or type)