

INTERNSHIP APPLICATION



FROM THE OFFICE OF
HILDA L. SOLIS
SUPERVISOR, 1ST DISTRICT

INTERNSHIPS IN THE OFFICE OF SUPERVISOR HILDA L. SOLIS

THE INTERNSHIP PROGRAM OF SUPERVISOR HILDA L. SOLIS OFFERS STUDENTS AN EXCELLENT OPPORTUNITY TO LEARN ABOUT LOCAL GOVERNMENT WHILE PROVIDING SERVICE TO THE 1ST SUPERVISORIAL DISTRICT.

INTERNS ARE EXPECTED TO COMMIT TO THE PROGRAM AND MAKE A GENUINE CONTRIBUTION TO THE SUPERVISOR'S WORK ON BEHALF OF THE COUNTY OF LOS ANGELES. AS SUCH, THIS PROGRAM REQUIRES A PARTICIPATION OF TEN HOURS MINIMUM PER WEEK.

FUNDING

PLEASE NOTE: ALL INTERNSHIPS ARE UNPAID. CANDIDATES MAY APPLY FOR AND RECEIVE FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES.

ACADEMIC CREDIT

ACADEMIC OR COMMUNITY SERVICE CREDIT MAY BE AVAILABLE TO YOU FROM YOUR COLLEGE OR UNIVERSITY, AT THEIR SOLE DISCRETION. OUR OFFICE WILL PROVIDE PROOF OF SERVICE AT YOUR REQUEST.

THE APPLICATION

TO APPLY, PLEASE FULLY COMPLETE ALL SECTIONS OF THE ATTACHED APPLICATION. FAILURE TO PROVIDE COMPLETE ANSWERS MAY AFFECT THE REVIEW OR CONSIDERATION OF YOUR APPLICATION.

ATTACH THE FOLLOWING DOCUMENTS TO YOUR COMPLETED APPLICATION:

- CURRENT RESUME
- ONE-PAGE COVER LETTER THAT INCLUDES A STATEMENT OF PURPOSE –WHY YOU WOULD LIKE TO PARTICIPATE IN THIS INTERNSHIP PROGRAM
- WRITING SAMPLE (TWO REQUIRED FOR LEGAL INTERNS)

SUBMIT APPLICATION AND ALL DOCUMENTS TO ONE OF THE FOLLOWING OFFICES:

HALL OF ADMINISTRATION	ELA FIELD OFFICE	EL MONTE FIELD OFFICE
500 W. TEMPLE STREET, #856	4801 E. 3 RD STREET	3400 AEROJET AVENUE, #240
LOS ANGELES, CA 90012	LOS ANGELES, CA 90022	EL MONTE, CA 91731
(213) 974-4111	(323) 881-4601	(626) 350-4500

OR VIA EMAIL:

FIRSTDISTRICT@BOS.LACOUNTY.GOV



SUPERVISOR HILDA L. SOLIS INTERNSHIP APPLICATION FORM

DATE: _____

PERSONAL INFORMATION

NAME: _____

DATE OF BIRTH: ____/____/____

CURRENT ADDRESS:

PERMANENT ADDRESS (IF DIFFERENT):

E-MAIL ADDRESS: _____

MOBILE #: _____

HOME PHONE: _____

PLEASE LIST THE DAYS AND TIMES THAT YOU ARE AVAILABLE:
(NOTE: INTERNS ARE EXPECTED TO PROVIDE A MINIMUM OF 10 HOURS OF SERVICE PER WEEK)

PLEASE LIST YOUR PRIOR GOVERNMENT, COMMUNITY OR POLITICAL EXPERIENCE:

PLEASE LIST PRIOR WORK EXPERIENCE:

PLEASE LIST ANY OUTSIDE FINANCIAL ASSISTANCE YOU PLAN TO RECEIVE:

ACADEMIC INFORMATION

TYPE OF STUDENT: UNDERGRAD GRADUATE NOT A STUDENT

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

YEAR OF EXPECTED GRADUATION: _____ CURRENT G.P.A.: _____

MAJOR: _____ MINOR: _____

CONTACT INFORMATION OF TWO REFERENCES, WITH A DESCRIPTION OF RELATIONSHIP.

EMERGENCY NOTIFICATION INFORMATION

IN THE EVENT OF AN EMERGENCY, PLEASE PROVIDE THE CONTACT INFORMATION OF THE PERSON YOU WOULD LIKE THIS OFFICE TO NOTIFY.

NAME	RELATIONSHIP

HOME PHONE NUMBER	WORK PHONE NUMBER	MOBILE PHONE NUMBER

CERTIFICATION

I CERTIFY THAT ALL OF THE STATEMENTS CONTAINED IN MY APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MAKING FALSE STATEMENTS WILL RESULT IN THE REJECTION OF MY APPLICATION OR MY DISMISSAL FROM THE PROGRAM.

SIGNATURE OF APPLICANT	DATE

In order for the Board of Supervisors (BOS) to maintain a professional workplace, the following is a policy of acceptable attire for BOS employees and volunteers. This policy reflects clothing suitable to the employees' occupation and is based on the tasks performed, the customers served and any applicable safety regulations.

GUIDELINES

The BOS provide a wide variety of programs and services and the professional image of our workforce is critical to fostering public confidence and providing "effective and caring service." Therefore, these guidelines on professional appearance are intended to do the following:

- Foster respect and earn the confidence of our customers, the public, vendors and fellow employees.
- Promote a positive work environment and limit distractions.
- Ensure safety and security while working.

The County of Los Angeles respects the diversity of its residents and its workforce, and this policy is not intended to infringe upon the personal rights of the employees or volunteers.

BOS staff and volunteers are expected to abide by the following standards:

- Employees shall present a neat, clean and professional appearance in their performance of duties at all times based on employees' assignment and/or work location.
- Employees must dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, customer expectations, business needs or standards of the department and the employee's safety.
- Employees are expected to practice personal hygiene that does not interfere with the public and/or co-workers in their work environment.
- Employees should be mindful of, and dress appropriately for, special events, meetings and appointments with customers.
- Official photo identification badges and uniforms (where applicable) should be worn in the performance of County business and in all County facilities in order to identify employees as legitimate County representatives.
- Employees shall abide by specific dress requirements intended to ensure job-related safety such as when operating equipment or machinery, working with potentially dangerous chemicals, or for public health consideration.

Except as noted below, BOS staff and volunteers may not wear the following:

- T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures or words;
- Denim pants or jean-style pants of any color;
- Pants below the waistline or low-rise pants showing undergarments;
- Low front tops, halter tops, bare midriffs;
- Beach styled flip-flop sandals;
- Athletic wear, e.g. gym or sweat pants, leggings, jogging outfits, shorts, spandex, worn during work hours. Exception - Athletic wear may be worn during break time for walking, running, etc.
- Torn, frayed or ripped clothing;
- Excessively tight fitting or oversized (baggy) garments;
- Visible excessive number of earrings and/or studs; no nose, eyebrow, lips, tongue rings and/or studs;
- Tattoos must be reasonably covered (with exception for cultural or religious purposes).

Exceptions to this policy may be made by the BOS in circumstances such as County or Department-sponsored events, special occasions, seasonal weather changes, and business-casual days, but may also be made based on requests for reasonable accommodation (e.g. religious, cultural, disability, etc.).

Dress Policy Enforcement: Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a jacket.