

ELEVATE

A Program of Beyond Emancipation

Dear Applicant:

Thank you for your interest in the ELEVATE Program. We look forward to reading your application.

The ELEVATE Program is an opportunity for young adults to increase their professional skills through an internship with a local social enterprise, business, or nonprofit setting. ELEVATE provides interns with on-the-job experience, exposure to career possibilities, and time to reflect on personal short and long-term goals while building the self-awareness, networks, and skills needed to pursue those goals.

The program will run for 6 months and takes individuals on a rolling basis and you will receive **3 months of additional support** whether or not the employer asks you to stay on.

Interns will work at least **15 hours per week**, at a rate set by the employer. Most employers are in Oakland so wages will be **at least \$12.55/hr** unless the employer is in another city. Interns will also receive 6 hours/month of **professional development**, and an additional 2 hours/month of **one-on-one coaching**. To qualify for the program, you must:

- Be 18-24 years of age
- Have an ID and Social Security Card/Birth Certificate (Eligible to work in US)
- Be an Oakland resident
- Meet further eligibility requirements (determined at assessment appointment)

Program Structure:

If you are accepted into the program, you will be asked to come in for a **one-on-one assessment appointment** to fill out paperwork and speak with Caitlin Grey, ELEVATE Employment Coordinator. From there, the following will occur:

- One-on-one assessment appointment
- Pre-Employment Readiness Sessions (You will be invited to classes or at least 3 individual appointments) before employer referrals
- Matching interviews with employers
- Jobs Begin!
- 6 months of program:
 - 15 hours a week of work
 - 6 hours/month of individualized and/or group professional development
 - 2 hours/month of one-on-one coaching
- 3 months after program:
 - If asked to stay on with employer, work, professional development, and coaching will continue



- If not asked to stay on with employer, continued job search assistance, professional development, and coaching will continue

Interns are expected to be committed to the program and all of its components and expectations, and receptive to new and challenging work experiences, while representing and reflecting the values and mission of their employer and of Beyond Emancipation.

ELEVATE Program Application

Name: _____

Phone Number: _____ E-mail: _____

City of Residence: _____ Zip Code: _____

Age: _____ Birthdate: _____

What would you like to get out of this program? What are your career goals?

What are your strengths? (hard skills, like typing; or soft skills, like listening):

What barriers do you feel you have in obtaining and keeping employment? How will you address these? How can we support you? (examples: schedule conflicts, childcare, transportation, health concerns (mental and physical), school, criminal background, drug use, time management, etc.)

What is your pet peeve at work or in a group setting? What would make you leave a job?

Transportation you will use to get to work: BART Bus Car Other _____



Work Availability for June-August 2016

(please indicate when you're available to work each day to the best of your knowledge, between 8 am and 8 pm):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Work Availability from September-December 2016

(please indicate when you're available to work each day to the best of your knowledge, between 8 am and 8 pm):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are there any times that you are not available (days of week and/or planned trips)?

Do you have a high school diploma? yes ____ no ____ A GED? yes ____ no ____

Are you in school now? yes ___ no ___ If yes, where? _____

Please provide 2 references (these can be current or past employers, teachers, case managers, and/or B:E staff) and their contact information:

Reference 1: Name, Relationship, Phone number, E-mail address

Reference 2: Name, Relationship, Phone number, E-mail address

Please add any additional information you'd like to provide:



PLEASE SUBMIT THIS APPLICATION ALONG WITH YOUR RESUME TO ELEVATE EMPLOYMENT COORDINATOR, CAITLIN GREY BY SCANNING AND E-MAILING IT TO cgrey@beyondemancipation.org, FAXING IT TO 510-667-7639 ATTN: CAITLIN GREY, OR RETURN APPLICATION IN PERSON TO BEYOND EMANCIPATION: 675 HEGENBERGER RD., SUITE 100, OAKLAND, CA.

DUE DATE: _____

Caitlin Grey

ELEVATE Employment Coordinator



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