**Internship Initiative**

# Internship Application Instructions

Thank you for your interest in applying for an internship position with the UC San Diego Career Connection Internship Initiative. Please read carefully the information and instructions provided below.

**Applicant Criteria**

To be eligible to become an intern:

* You must be a career staff member actively employed at UC San Diego who:
  + has completed your probationary period,
  + is committed to long-term employment at the University of California,
  + has achieved a “Met Expectations”/”Solid Performance” or better on your most recent performance evaluation, and
  + is seeking advancement to a higher level position within the University.
* You must have a narrative statement detailing your career goals, experience, qualifications or a written Career Connection Career Plan available.
* You must obtain the signatures of your department head and immediate supervisor on the attached release form, requesting appropriate release for the duration of the internship.

**Instructions**

1. Complete the **UC San Diego Career Connection Internship Application.** This form is available from UC San Diego Equal Opportunity/Staff Affirmative Action, at Torrey

Pines Center–South, Suite 404 or Blink Web page: http://blink.ucsd.edu/interns

1. Prepare a **current scannable resume** to submit with the application(s).
2. Please submit a narrative **statement** describing the following:
   * A summary of your qualifications and experiences as they relate to each of the required qualifications for the internship.
   * A description of why you need to develop each of the stated skills and knowledge required of the internship, relative to meeting your career goals.
   * A description your career goals.

**Please note** - A completed [Career Development Planning Worksheet](http://blink.ucsd.edu/_files/HR-tab/MyCareer-Development-Plan-Worksheet.docx) may be submitted in lieu of this statement.

**A complete Internship Application packet includes:**

* UC San Diego Career Connection Internship Application form
* A current scannable resume
* A statement narrating applicant’s experience, qualifications, education, and career goals; or a completed [Career Development Planning Worksheet](http://blink.ucsd.edu/_files/HR-tab/MyCareer-Development-Plan-Worksheet.docx).
* The home department's agreement to release employee. This form must be submitted at the time of application.

Application materials must be received by 4:30 p.m. on the deadline date.

**Submit application materials to:**

Equal Opportunity/Staff Affirmation Action

UC San Diego Career Connection Internship Initiative

Mail code 0923

Attention: Internship Coordinator or

UC San Diego Human Resources Department, Equal Opportunity/Staff Affirmation Action

Attention: Internship Coordinator

10280 North Torrey Pines Road, Suite 404

La Jolla, CA 92093-0923

**PLEASE NOTE: Incomplete applications will not be accepted.**

If you have questions about the UC San Diego Career Connection Internship Initiative or wish to register with UC San Diego Career Connection, please call extension x22633 or email career@ucsd.edu.

**UC San Diego Career Connection Internship Initiative Internship Application**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working Title (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mail Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Internship You Are Applying For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list two professional references, one of whom should be your immediate supervisor.

**Reference 1**

**Name (Supervisor):**

**Department: Position:**

**Extension: E-mail Address:**

**Reference 2 Name:**

**Department: Position:**

**Extension: E-mail Address:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that the goal of the UC San Diego Career Connection Internship Initiative is to provide career development for staff employees who have a long-term commitment to employment at the University of California, and by signing here I am stating that commitment.

## Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this application, including the department release, and submit it with a scannable resume, and a statement narrating your career goals to:

UC San Diego Human Resources Department, Equal Opportunity/ Staff Affirmation Action, Attention: Internship Coordinator, mail code 0923.

# UC San Diego Career Connection Internship Initiative

**Departmental Agreement to Release Employee for Internship Assignment**

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Address/Mail Code and Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Immediate Supervisor's Address/Mail Code and Extension:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to release the above named applicant from my department to serve in an internship sponsored by the UC San Diego Career Connection Internship Initiative. The applicant will be able to return to his/her position after completion of the internship assignment.

**Department Head’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

## Immediate Supervisor's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Internships are funded by the sponsoring department(s) and the UC San Diego Career Connection Internship Initiative and, therefore, require no commitment of funds from the releasing department(s).