



**La Cañada Flintridge Chamber of Commerce & Community Association**  
 STUDENT INTERNSHIP PROGRAM APPLICATION FORM  
 Summer 2025

**CONTACT INFORMATION**

Full Name:		
Address:		
Telephone No.:		
Fax No.:		
E-mail Address:		
In case of emergency, notify:		
Name:		
Relationship:		
Address:		
Telephone No.:		
E-mail Address:		

**ELIGIBILITY CRITERIA**

Date of Birth:		
Year: (Circle One)	Sophomore	Junior
Current GPA <i>(please include an official transcript):</i>		

**WORK/VOLUNTEER EXPERIENCE**

Most Recent Employer:	
Telephone Number:	Supervisor (Name & Title):

Position Title:	City, State:
Start Date:	End Date:
Description of Duties: <i>(Use an additional sheet if necessary)</i>	

Employer:	
Telephone Number:	Supervisor (Name & Title):
Position Title:	City, State:
Start Date:	End Date:
Description of Duties: <i>(Use an additional sheet if necessary)</i>	

**OTHER RELEVANT INFORMATION**

Career Plans:
Scholarships or academic distinctions:
School Club Memberships:
Are you available during the time of June 16-July 24, 2025? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please select the top two industries in which you prefer to be placed: <input type="checkbox"/> Community Health/Wellness <input type="checkbox"/> Transportation <input type="checkbox"/> City Government <input type="checkbox"/> Financial Services <input type="checkbox"/> Health Care <input type="checkbox"/> Real Estate

**REFERENCES**

**References:** Please list two persons not related to you, who will be providing reference letters on your behalf. One reference must be from a faculty member. Reference letters must be e-mailed directly to the Chamber CEO at [exec@lacanadaflintridge.com](mailto:exec@lacanadaflintridge.com) by the stated deadline for the application.

Full name and title	Phone Number	Email Address
1.		
2.		

### PERSONAL STATEMENT

The selection committee is interested in your goals/ambitions and any items you believe are not adequately represented in other sections of the application. On a separate sheet, submit a typed personal statement in 500 words or less that speaks to a personal quality, talent, accomplishment, contribution or experience that is meaningful to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are? Secondly, describe how you believe this internship will enable you to achieve your goals.

### SIGNATURE

*I certify that the foregoing statements are true, complete and correct to the best of my knowledge and belief. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal from the internship program.*

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

### COMPLETED APPLICATION

The completed application and accompanying documents **must be received** by Monday, March 31, 2025. Please hand your application, references and transcript in one large envelope to:  
*Ms. Kelly Proctor in the College & Career Center, La Cañada High School, 4463 Oak Grove Drive, La Cañada Flintridge, CA 91011.*

### INSTRUCTIONS

**Personal Information:** All information listed will be viewed only by selected Chamber officials and participating agencies.

**Education:** **An official transcript is required** for the purposes of this position and must be included with the application. An official transcript can be obtained from Ms. Kelly Proctor in the College & Career Center.

**Work/Volunteer Experience:** Please list any jobs, paid or not, that you have had. Provide examples of work experience, especially those that would be relevant to your time as an intern with the participating agencies.

**Other Relevant Information:** If space is too limited to include descriptive information about extracurricular activities, please include the information on a separate page when submitting the application. Acceptability in the intern program will consider your availability to work each week from 10:00 am to 3:00 pm during the six weeks of the program.

### INTERNSHIP PROGRAM INFORMATION

**Purpose:** The student Internship Program offered by the La Cañada Flintridge Chamber of Commerce & Community Association is designed to provide high school Sophomores and Juniors with an opportunity to learn about various career opportunities in the areas of science, business, finance, government, and healthcare as well as provide agency partners with assistance. The Internship Program is available for a qualifying number of students during the summer.

**Course Credit:** Student participation in the Internship Program may seek elective course credit. The specific criteria necessary to earn credit will be coordinated between the Chamber and La Cañada High School.

**Eligibility:** A candidate must be:

- A current student at La Cañada High School
- At least 16 years of age by the start of the internship
- Have an unweighted grade point average of 3.0 or higher

**Schedule:** Interns are expected to work five hours a day, four days a week for six weeks during the summer, from June 16 – July 24. Student Finalists will be notified the week of April 9, 2025. Interviews will be on Thursday, April 24, 2025, after school. **If you are selected to interview, please dress as you would if interviewing for an actual job: appropriate clothing, clean, neat.**

**Application Deadline:** Applications, references and transcript are to be received by 4:00 p.m., Monday, March 31, 2025. Incomplete applications or those received after the deadline **will not be considered.**

**Dismissal:** Interns are expected to dress and conduct themselves in a professional fashion. Interns must utilize their time effectively. If organizational policies and standards are violated, this may be grounds for dismissal.

**Further Information:** Chamber web site – [www.lacanaflintridge.com](http://www.lacanaflintridge.com). Contact: Shelley Shepard  
email: [office@lacanaflintridge.com](mailto:office@lacanaflintridge.com), phone: 818.790.4289.