



WorkReady/STAMP Summer Internships

Work at the city's leading arts & culture institutions!

Overview of the Program:

- Six week long paid internship
- One additional week of paid orientation, 16 hours
- Intensive summer internship program focused on working in the Philadelphia Arts & Culture industry
- July 10st to August 18th, 35 hours a week
- Will need to complete an online application and provide proof of employment eligibility
- **Must be a rising senior at a Philadelphia School District High School**
- Will need a current resume and complete an interview process
- Must attend weekly Professional Development Sessions and weekly field trips
- Completion of a Project and/or Portfolio
- Placements at Greater Philadelphia Cultural Alliance member worksites
- Get experience, make connections, and get paid!

Here is a list of things that you can do to prepare for the application process:

Make sure that you have a professional e-mail address that you check regularly. Your e-mail address is often the first thing that an employer will see, so you want to make sure that it gives a good impression. If you are worried that your e-mail address is not professional, here are some tips on how to create a professional e-mail address.

If you do not have an e-mail address, or want to create a new, more professional e-mail address, you can sign-up for free through a web-based e-mail provider such as Yahoo, Gmail, or Hotmail.

It is a good idea to include your name in your e-mail address. Examples:

- First initial, last name: John Doe - jdoe@emailprovider.com
- First name, last name: John Doe - john.doe@emailprovider.com

If you are creating a new e-mail address to use for the application, make sure that you continue to check it, because we will send important e-mails to that address after you complete the application.

Make sure that you have access to the necessary documents.

What each applicant will need depends on his/her age, and gender. Please refer to the chart below to identify what documents are needed:

The applicant is male, or female, and will be 17, or younger, as of July 5, 2017	The applicant is male, and will be 18, or older, as of July 5, 2017	The applicant is female, and will be 18, or older, as of July 5, 2017
<ul style="list-style-type: none"> • State/student ID • Signed social security card • Birth certificate • A Valid Work Permit <ul style="list-style-type: none"> ◦ Please visit www.phila.k12.pa.us/workinpapers for more information and locations 	<ul style="list-style-type: none"> • State/student ID • Signed social security card • Birth certificate • A print out confirming that you have registered for the selective service. If you haven't yet registered, or you want to get a print out, go to www.sss.gov. 	<ul style="list-style-type: none"> • State/student ID • Signed social security card • Birth certificate

As a result of Act 15 (House Bill 1276) signed by Governor Tom Wolf which amends Pennsylvania's Child Protective Services Law, youth participating in WorkReady programs who are directly working with youth may be required to complete an FBI background check, Child Abuse clearance and a Pennsylvania State criminal background check. The Philadelphia Youth Network will cover the costs of all these clearances and youth will receive instructions to complete the process during the enrollment phase of the WorkReady application process.

How to Apply:

The WorkReady summer 2017 application is not available at <https://summerapp.workreadyphila.org/>. **Apply with EP128 as your referral code.**