



PLEASE USE THE FOLLOWING CHECKLIST TO COMPLETE THE APPLICATION PROCESS

APPLICATION TIMELINE:

Download and print the application at www.webduboisociety.org/inside-the-society/employment.
Application deadline is **April 19, 2011 (postmark)**.

FACULTY RECOMMENDATION:

One form is to be completed by a member of the faculty with whom you have taken a course or with whom you have conducted research or been a teaching assistant. **Deadline for recommenders to submit the Recommendation Form is April 19, 2011. Recommendations postmarked after the deadline will disqualify the applicant.**

EMPLOYER RECOMMENDATION:

If applicable, one form is to be completed by a current or former employer. **Deadline for supervisor to submit the Recommendation Form is April 19, 2011. Recommendations postmarked after the deadline will disqualify the applicant.**

STUDENT INTERVIEW:

The Du Bois Society will arrange an interview and you will be notified if you have been invited by April 25, 2011.

ACADEMIC RECORDS:

An official transcript must be sent directly to the W.E.B. Du Bois Society at P.O. Box 723154, Atlanta 31139, **postmarked by April 19, 2011.**

LEARN ABOUT YOUR SELECTION BY:

- May 2, 2011**

ACCEPT OR DECLINE OUR OFFER BY:

- May 13, 2011**

Applicants are responsible for assuring that transcripts and recommendations have been sent by the deadline indicated. Failure to receive all documents by the established deadlines, will result in disqualification from consideration.

Student's Name: _____

Gender: Female/Male (circle) Age: _____ GPA: _____

Date of Birth: _____ E-mail: _____

College or University: _____ Graduation Date _____

Cell Phone: _____

How did you learn about the internship with W.E.B. Du Bois Society?

- Faculty
 - Family Friend
 - Other: _____
- W.E.B. Du Bois Website Career Center
W.E.B. Du Bois Fellow Office of Civic Engagement

Local Address: _____
Street

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Permanent Address: _____
Street

City _____ State _____ Zip _____

Home Phone: _____

List the leadership position(s) you have held:

Please list your qualifications for holding these positions: _____

List the community activity(ies) or work experiences in which you have worked with young people:

What motivated you to pursue this experience?: _____

Please answer the following questions in the space below. You may attach additional sheets, if necessary.

1. Why would you like to intern with the W.E.B. Du Bois Society?
2. In what special activities do you currently participate? (Please state your level of commitment as well as the length of time you have been involved in the various activities mentioned above)
3. Are any of the activities in which you currently participate related to expanding educational opportunity for African-American students? If yes, how did you come to be involved?
4. If no, what do you know about the academic achievement gap between African-American students and their white and Asian peers or the low rates of academic achievement for African-American students generally?
5. If you are currently employed, what position do you hold? How many hours per week do you work and what do you enjoy most about your work?
6. An internship with the W.E.B. Du Bois Society requires initiative, professionalism, and responsibility. Please discuss any challenges that will affect your ability to intern with our organization?

7. Discuss an occasion when you took initiative to make something happen. What motivated you to take this action and what happened as a result?

8. Have you ever been arrested? If yes, please explain.

CONFIDENTIAL SUPERVISOR RECOMMENDATION

(Please print legibly in blue or black ink)

Applicant's Name: _____

Supervisor's Name: _____ Title: _____

E-mail Address: _____ Phone: _____

To the Supervisor:

The above student is applying for consideration as an intern in the W.E.B. Du Bois Society, a non-profit working to make high academic achievement as attractive to African-American youth as high achievement in athletics and entertainment. Students selected to intern must have a cumulative average of 3.0 GPA or better, the potential to lead and take initiative, possess effective problem solving and communication skills, and an interest in working with young people.

It is important that you give us your candid evaluation, as your response is one of the key factors in the applicant's acceptance in the program. **Please complete the form and mail it to the W.E.B. Du Bois Society, P.O. Box 723154, Atlanta 31139 by April 19 2011. Recommendations received after the deadline will disqualify the applicant.**

WORK HABITS/CHARACTERISTICS/QUALITIES

	Outstanding	Above Average	Average	Below Average	No Basis for Judgment
Motivation					
Attitude					
Organizational Skills					
Ability to follow through					
Communicate effectively					
Ability to do Independent work					
Shows Initiative					

Do you know of any special interests, talents, abilities this student has, which would be helpful for us to know?

What might this student contribute to the W.E.B. Du Bois Society?

I recommend this student to the W.E.B. Du Bois Society:

With great enthusiasm With Confidence With some confidence
 With reservation* I do not recommend*

*Please list reservations:

Additional Comments:

Supervisor's Signature _____ Date _____

THANK YOU!

CONFIDENTIAL FACULTY RECOMMENDATION

(Please print legibly in blue or black ink)

Applicant's Name: _____

Faculty's Name: _____

Subject Taught: _____

E-mail Address: _____ Phone: _____

To the Faculty:

The above student is applying for consideration as an intern in the W.E.B. Du Bois Society, a non-profit working to make academic success as attractive to African-American youth as success in athletics and entertainment. Students selected to intern must have a cumulative average of 3.0 GPA or better, the potential to lead and take initiative, possess effective problem solving and communication skills, and an interest in working with youth.

It is important that you give us your candid evaluation, as your response is one of the key factors in the applicant's acceptance in the program. **Please complete the form and mail it to the W.E.B. Du Bois Society, P.O. Box 723154, Atlanta 31139 by April 19, 2011. Recommendations received after the deadline will disqualify the applicant.**

ACADEMIC CHARACTERISTICS/QUALITIES

	Outstanding	Above Average	Average	Below Average	No Basis for Judgment
Academic motivation					
Attitude towards assignments					
Organizational skills					
Mastery of subject					
Ability to grasp new concepts					
Analytical ability					
Written expression					
Oral expression					

Do you know of any special interests, talents, abilities this student has, which would be helpful for us to know?

What might this student contribute to the W.E.B. Du Bois Society?

I recommend this student to Du Bois Society:

With great enthusiasm With Confidence With some confidence
 With reservation* I do not recommend*

*Please list reservations:

Additional Comments:

Faculty's Signature _____ Date _____

THANK YOU!