



Application Questions & Answers

What is NYC Ladders for Leaders?

Launched by Mayor Michael R. Bloomberg in 2007, NYC Ladders for Leaders is a joint program of the NYC Department of Youth and Community Development (DYCD) and the NYC Commission on Women's Issues (CWI).

The program offers New York City high school and college students paid summer internships with New York City companies and government agencies, along with college scholarships, free college preparatory and SAT courses, career guidance, and professional development workshops.

Who can apply?

Anyone with prior work experience (paid or volunteer) who is:

- A permanent resident of one of the five boroughs of New York City
- At least 16 years of age but not over 21 years of age
- A current high school junior, high school senior, college freshman, or college sophomore
- Legally allowed to work in New York

Note: Alumni of the NYC Ladders for Leaders program (or its parent programs NYC GirlsREACH and BoysREACH and CAPITAL) may only participate in the program a total of two times (2x). NYC Ladders for Leaders reserves the right to not accept alumni applicants based on unsatisfactory performance in previous years of the program.

How do I apply?

You must:

1. Complete the attached application form and essay
2. Submit a resume (this should include any jobs, internships, leadership roles, volunteer opportunities, extracurricular activities or clubs)
3. List a valid email address that you check frequently. If you do not have an email address, you can create a free email account at various web hosts including but not limited to www.yahoo.com; www.hotmail.com; www.aol.com; www.gmail.com; etc.
4. List your official scores from any college entrance exams you have taken (i.e. PSAT, SAT, ACT)

All program communication, including invitations to mandatory program events, will be via email only.

5. Return the signed NYC Ladders for Leaders guidelines (if under 18, must be signed by a parent or guardian as well)
6. Bring a copy of your most recent semester report card or college transcript, if found eligible to participate in the program, to the NYC Ladders for Leaders orientation session. If you are a college freshman, please bring your last high school report card along with proof of college enrollment (i.e. class schedule).
7. Return your completed application to the organization that recommended you OR mail it directly to DYCD using the following address:

NYC Ladders for Leaders 2009
c/o Ms. La-Dana Jenkins
NYC Department of Youth and Community Development
156 William Street, 4th Floor
New York, NY 10038

What happens after I submit my application?

All applications will be reviewed for eligibility. If you are found eligible, we will contact you to attend the NYC Ladders for Leaders orientation.

If you are contacted, you must attend the orientation session and bring with you a copy of your most recent semester report card or college transcript. You must also attend all subsequent pre-employment events in order to be referred to a partnering company for an interview for a possible internship. Please keep in mind that submission of an application or invitation to orientation does not guarantee acceptance into the NYC Ladders for Leaders program.

When is the deadline to submit my application?

The deadline for submitting your application is **Wednesday, November 26, 2008**. You must submit your application to the organization that is recommending you for the program OR to DYCD.

For more information about NYC Ladders for Leaders, please visit us at www.nyc.gov/dycd. If you have questions about completing the application, please contact your referring organization or DYCD at (800) 246-4646.

APPLICATION MUST BE SUBMITTED BY WEDNESDAY, NOVEMBER 26, 2008



17. What is your current educational status? (Check one)*

1. HS Junior

2. HS Senior

3. College Freshman

4. College Sophomore

18. Name of School* _____

19. Where is your school located? (Check one)

In NYC

Out of NYC

If outside of New York City, please provide town and state

20. Grade Point Average*

21. Score, if taken: PSAT _____ SAT _____ ACT _____

22. Ethnicity (Check one)

1. American Indian

2. Asian (Non-Hispanic)

3. Black (Non-Hispanic)

4. Hispanic/Latino

5. Pacific Islander

6. White (Non-Hispanic)

7. Other

23. Which of the following career fields are you interested in exploring or pursuing at this time?* (Please rate the following in order of your preference from 1-3)

Advertising & Communications

Architecture

Arts & Entertainment

Banking & Finance

Business

Community Service

Computers & Technology

Education

Government & Law

Healthcare

Sports

Other _____

24. ESSAY*

Describe your reasons for wanting to join this program. Write about your educational and career goals. What do you hope to get out of this program? Please attach additional sheets, if necessary.



NYC Ladders for Leaders Guidelines

1. Abuse of controlled substances is prohibited by law and can result in loss of employment as well as criminal sanctions. Be advised that some of the companies participating in this program require drug tests for applicants for employment and internships, and for employees and interns, and will not accept an intern who has tested positive for an illegal substance. NYC Ladders for Leaders participants who are placed in a company that requires drug testing will be required to abide by standard company policy.
2. A routine background check may be performed in order to gain access to City and company property (including offices, computer systems etc.). Participants are instructed to behave in a manner appropriate for a professional office environment.
3. Mandatory program activities, including seminars sponsored by participating companies and non-profit organizations, will be held throughout the City of New York. Participants may be required to travel on public transportation without a chaperone.
4. Mandatory program seminars and training classes will consist of various educational topics, including corporate etiquette, post-secondary education, relationships and effective communication, health, sex education, financial literacy, women's history, public policy, diversity, work-life issues, and personal management.
5. In consideration for the opportunity to participate in NYC Ladders for Leaders, participant's legal guardian hereby grants the City of New York, the NYC Commission on Women's Issues (CWI), the NYC Department of Youth and Community Development (DYCD), The Mayor's Fund to Advance New York City (The Mayor's Fund), and any press approved by these organizations the right, but not the obligation, to use participant's name, voice, verbal and written statements, likeness, image - including photographs and/or film - any and all promotional purposes related to NYC Ladders for Leaders, future programs and sponsorship of such programs by City of New York, CWI, DYCD, and/or The Mayor's Fund in any and all media, without compensation and without further approval to the extent permitted by law.
6. If a participant does not successfully complete the NYC Ladders for Leaders program, the participant will not be eligible to receive a NYC Ladders for Leaders scholarship. Factors that will be considered to determine whether a participant successfully completes the program include: Punctuality, participation, attitude, working relationship with supervisors and co-workers, and attendance at work and program activities.
7. If a participant is eligible for a NYC Ladders for Leaders scholarship, monies will be distributed upon proof of matriculation at a post-secondary institution. The participant must matriculate within eighteen months of receiving his or her high school diploma.

I, the undersigned, certify that all information provided on this form is true and correct. I understand that my statements are subject to verification. I further understand that my submission of this application does not guarantee my eligibility or acceptance into this program.

Applicant Signature

Date

If you are under 18 years of age, your parent or guardian's signature is required below.

I, the undersigned, certify that as the parent/legal guardian of the applicant, understand the goals of the program and hereby give permission for the applicant to participate in the program by attending workshops, trips and other program activities.

Parent/Guardian Signature

Date

**The Department of Youth and Community Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.**