

CHICAGO SUMMER BUSINESS INSTITUTE

Application for Employment - FOR MORE INFORMATION VISIT www.cityofchicago.org/CSBI

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: **CHICAGO** Zip code: _____

Social Security No.: _____ Date of Birth: _____ Age: _____ Sex: _____

Home Phone: _____ Cell or Alternate Phone: _____

E-mail Address*: _____

*If you do not currently have an email address, we recommend that you visit www.yahoo.com or www.gmail.com to sign up for a free email account for convenient receipt of notifications from the Chicago Summer Business Institute.

Education (please circle one)
 High School: _____ Current Grade: **10 or 11**

Current GPA: _____ *on a scale of* _____ Current Class Ranking: _____ *out of* _____

Business Classes Taken		Computer Classes Taken	
1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____

What is your career goal? _____

Are you currently working? If so, where? _____
 When, days/hours? **S M T W Th F S** | from _____ to _____
(circle all that apply)

Eligibility Requirements:

- Student must **currently** be a Sophomore or Junior;
- Student must have a GPA of 3.0 or higher;
- Student must attend either a public, parochial or private high school;
- Student must be a resident of the City of Chicago; **and**
- Student must have an annual family income of \$60,000 a year or less **and** a parent/guardian must sign Certificate of Income Verification on reverse side.

Application Requirements (ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME AND STAPLED IN THE ORDER LISTED BELOW):

- Complete Application for Employment
- Complete Income Verification on reverse side
- Provide Updated Resume
- Provide Essay (2 pages, typewritten double-spaced on topic below):
New Applicants: "How the CSBI Can Help Me in My Career Goal"
2008 CSBI Interns: "What I Learned Last Year from the CSBI and How I Can Apply Those Skills to be a Better Worker in 2009"
- Provide Two (2) Letters of Recommendation
- Provide Official High School Transcript (sealed envelope with school stamp)

INTERVIEWS WILL BE HELD ON SATURDAY, APRIL 25, 2009 AND SATURDAY, MAY 2, 2009.
STUDENTS WILL BE NOTIFIED VIA EMAIL REGARDING HIS/HER SCHEDULED INTERVIEW DATE AND TIME.
➔ COMING SOON! JOB READINESS WORKSHOP (visit www.cityofchicago.org/CSBI for more info.)

Signatures (required):

Student _____ Date _____

Parent/Guardian _____ Date _____

School Official _____ Date _____

Mail completed application, along with required documents to the:

Chicago Summer Business Institute
 P.O. Box 64445
 Chicago, Illinois 60664

**All application material must be received or postmarked on or before March 30, 2009.
 LATE APPLICATIONS AND/OR FAXED COPIES WILL NOT BE ACCEPTED.**