2015 SUMMER YOUTH EMPLOYMENT PROGRAM
INFORMATION & APPLICATION GUIDELINES
Kaiser Permanente welcomes your application for our KP LAUNCH* High School Summer Youth Employment Program (SYEP). Please review the attached application and complete ALL application materials in their entirety.

Applications for the 2015 SYEP at the Santa Clara are due by:
5:00 p.m. on Monday, March 16, 2015

Applicants are required to submit BOTH paper SYEP application and complete online KP application at jobs.kp.org (see Take it Online Flyer provided) in order to be eligible for participation.

Criteria

- Applicants must be at least 16 years old by June 1, 2015.
- Applicants must be enrolled in high school or be a recent high school graduate within the last academic year.
- The program prioritizes the selection of junior and senior high school students and recent high school graduates; others are welcome to apply.

Requirements

- Applicants under the age of 18 must submit a valid work permit covering the entire length of the Program. The permit must be received prior to the start of the Program for the applicant to participate in the Program.
- Applicants must be eligible to work in the United States. Applicants chosen to participate will be required to provide documentation of eligibility to work in the United States. Please visit the following website for acceptable employment eligibility documentation: http://www.uscis.gov/files/form/i-9.pdf.
- Accepted program participants are required to complete a health screening including a TB test, necessary hire documentation, and a drug screening test. Participants who are over 18 must also submit to and pass a background check. These required screenings will be arranged by the Kaiser Permanente facility at which the intern is assigned, and must be completed prior to the internship start date in order to begin work.
- For applicants under 18, a parent or guardian must consent to a minor applicant’s health screening, TB test, and urinalysis drug-screening. Consent must be received along with the completed application.
- All program participants must work full-time starting on June 15, 2015 through Friday, August 7, 2015. Program participants are not permitted to take vacation absence. College orientations are allowed for a maximum of two days upon written disclosure at the time of the interview. SYEP participants must also attend all Education Days.
- SYEP participants must be prompt, dependable and willing to adhere to all Kaiser Permanente policies and professional work setting guidelines. The use of cellular phones, pagers, headphones, ipods, hand-held games, or other electronic devices are not permitted while working or during Education Days. Kaiser Permanente is a non-smoking environment. Smoking is not allowed anywhere on campus.
Program Overview

A Community Benefit Program geared primarily toward 11th and 12th grade students, the Kaiser Permanente LAUNCH Summer Youth Employment Program (SYEP) has been creating opportunities for underserved high school student populations since 1968. Paid summer work experiences are provided at Kaiser Permanente facilities throughout California. There are a wide variety of employment opportunities available, and many SYEP participants have chosen health care-related fields after graduation – some of them right here at Kaiser Permanente.

As a SYEP participant, you’ll be paid for your time, working in one of our departments while learning about careers in health care. Additionally, when a certified Regional Occupational Program (ROP) teacher is involved and you complete the various components of the program, you can earn up to 10 Cooperative Vocational Education (CVE) units. These units may be added to the total units required for high school graduation.

Education Days

Participants receive a formal Orientation to the Program, which is designed to assist them in understanding:
1) the expectations that the organization has of them;
2) the learning opportunities that are available to them; as well as
3) the wide variety of career options that are available within the health care field.
4) workforce preparation activities are reinforced and embedded in a weekly education half-day that may include the following components:

- **Mini Workshops**: Topics such as: professional behavior, how to prepare cover letters, resumes, and interviews, conflict management, and diversity in the workplace are presented.
- **Manager Presentations**: KP employees speak their journey from home, through school, and into their current career.
- **Toastmasters Youth Leadership Program**: A member of Toastmasters International guides the interns through public speaking skills using the “Toastmasters Youth Leadership Program” materials.
- **Skills Demonstration Project**: Working with an assigned partner, interns will interview Kaiser Permanente department managers and learn how each department supports health care service delivery through formal presentations from their peers. In the process, interns will learn how to access, analyze, format, and present information in an effective and professional manner.

SYEP participants will have the opportunity to connect with mentors. College interns from the Kaiser Permanente LAUNCH Program will discuss how higher education can help your career and will answer any questions you have about college and planning for your future.

Upon completing your application for the 2015 Summer Youth Employment Program, please ensure that you are able to commit to all of the standards and requirements of the program.

For more information and contact information, visit the Northern California KP LAUNCH Summer Youth Employment Program website: www.kp.org/communitybenefit/ncal/internships
KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Activity</th>
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<tbody>
<tr>
<td>Thursday, February 26, 2015</td>
<td>2015 Program Paper Application available</td>
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<tr>
<td>Monday, March 16, 2015</td>
<td>2015 Paper Application due</td>
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<tr>
<td>Friday, April 3, 2015</td>
<td>KP Online Profile due</td>
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<tr>
<td>Monday, June 15, 2015</td>
<td>Program Begins</td>
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<tr>
<td>Friday, August 7, 2015</td>
<td>Program Ends</td>
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HOW TO SUBMIT THE APPLICATION

1. Email or deliver your SYEP paper application to:

   Monica Myslinski
   Kaiser Permanente Santa Clara
   Community Benefit-Funded Programs
   710 Lawrence Expressway Dept 498
   Santa Clara CA 95051
   Office hours: 9 a.m. to 5 p.m.
   E-mail: Monica.x.Myslinski@kp.org

2. Complete KP candidate profile at jobs.kp.org (see Take it Online Flyer provided).

APPLICATION CHECKLIST

- Program Application (signature required on page 3 of application)
- Intern Eligibility Statement (attach to application either typed & printed, or hand-written)
- Parental Consent Form (submit if under the age of 18 by May 31, 2015; parent signature required)
- 2 Reference Letters
- Resume
- Online KP Online application completed by Friday, April 3, 2015

AFTER THE APPLICATION IS RECEIVED

After the application deadline, the SYEP program staff will begin to review all applications received, making sure that the paper application and online applications are complete. Applicants who do not complete both the paper and online application will be disqualified and will not be considered to participate in the 2015 program. An e-mail notice will be sent to the applicants whose applications were incomplete.

Applicants who completed the application process will be contacted via phone to schedule a 30-minute professional job interview to discuss how the applicant will fit best within the program.

If selected to participate, the applicant will then proceed to the on-boarding process, which includes the required screenings facilitated through Kaiser Permanente. After the screenings are complete and cleared, the applicant will then be invited to participate in the 2015 SYEP as an intern.