



What is NYC Ladders for Leaders?

Ladders for Leaders is a nationally recognized program that offers high school and college students the opportunity to participate in paid professional summer internships with leading corporations, non-profit organizations and government agencies in New York City.

Who can apply?

- Youth between the ages of 16-22 who are enrolled in high school or college
- A minimum Grade Point Average (GPA) of 3.00
- Resident of one of the five boroughs of New York City
- Anyone with prior work experience either paid or volunteer
- Legally allowed to work in New York City

What is the application process?

There are three phases to the application process:

1. Application
2. Pre-employment workshops and mock interviews
3. Interviews with potential employers

Participants selected into the program must complete each of the three phases. Failure to complete or attend mandatory program events will result in dismissal from the program.

How do I apply?

Applicants must complete all sections of the application form. This includes:

- Responding to the mandatory essay question;
- Providing a copy of academic transcript;
- Providing your resume, which should include any of your previous and current jobs, internships, leadership roles, volunteer commitments, extracurricular activities, and club involvement;
- Listing 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.gmail.com; www.hotmail.com; www.aol.com; www.yahoo.com; etc.

When is the deadline to submit my application?

Applicants must submit copies of transcripts, proof of college enrollment (if applicable), and their completed applications **NO LATER THAN 11:59 p.m. (EST) on April 4th, 2016** to one of six (6) participating Community Based Organizations.

- Central Queens YM-YWHA – QUEENS & MANHATTAN
- Chinese-American Planning Council – MANHATTAN
- FEDCAP Rehabilitation Services – MANHATTAN
- Jewish Community Council of Greater Coney Island – BROOKLYN
- PENCIL, Inc. – MANHATTAN
- United Activities Unlimited, Inc. – STATEN ISLAND

What happens after I submit my application?

All applications will be reviewed for eligibility. Those accepted into the program will be contacted by email to attend the pre-employment program. **YOU MUST** attend all 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 does not guarantee acceptance into the NYC Ladders for Leaders program or placement in a summer internship position.

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 DYCD at NYCLaddersForLeaders@dycd.nyc.gov.

One application will be accepted for each applicant. **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.** The following application items: Spoken Language, Disability Status is voluntary and will be treated with confidentiality. They cannot be used to affect your status in receiving employment, benefits and/or services. Information provided may be used by the City of New York to improve City services or to access additional funding. Failure to answer any question may result in an ineligible application.

1. Social Security Number (Please be accurate)										The status of your application can be found at www.nyc.gov/dycd											
2. Last Name										3. First Name										4. MI	
5. Birth Date (MM/DD/YYYY)										6. Gender (Check one)					7. Citizenship Status (Check one)						
8. Selective Service Registration # & Date- Males 18 years of age must be registered with the Selective Service System to participate in the program (if you have not already registered; visit www.sss.gov .)										9. Alien Number :					USCIS Form #:						
10. Street Address (Number And Street)										11. Apt.					12. Zip Code						
13. Do you live in a NYCHA Housing Development?										14. Do you live in a NYCHA Housing Development?					15. Do you live in a NYCHA Housing Development?						
14. Borough (Check One)										15. Ethnicity (Check One)					16. Other than English, what language(s) are you most comfortable speaking?						
17. Applicant's Home Phone #										18. Applicant's Cell Phone #					19. Applicant's Email						
20. Name of Parent or Legal Guardian (Last Name)										First Name					21. Emergency Contact Phone #						

Educational Status	
22. Current educational status	
J.H.S grade	<input type="checkbox"/> 7th <input type="checkbox"/> 8th
H.S. grade	<input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th
College	<input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior
If not in school, indicate last grade completed.	
23. Educational-Student Type	
<input type="checkbox"/> Full-Time Student	<input type="checkbox"/> Vocational
<input type="checkbox"/> Part-Time Student	<input type="checkbox"/> Post-Secondary
<input type="checkbox"/> Not in School	
24. What school did/do you attend?	

Income & Other Information		
25. Total family income (gross) for the last SIX months		
26. Number of family members currently living in applicant's household		
27. Is applicant or applicant's family currently receiving public assistance?		
<input type="checkbox"/> Yes <input type="checkbox"/> No; If "No"; Go to 29		
28. Type of Public Assistance (Check all that apply)		
<input type="checkbox"/> Family Assistance (formerly known as AFDC)	<input type="checkbox"/> Safety Net/Home Relief	
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> S.S.I.	
<input type="checkbox"/> Other :		
29. Is the applicant any of the following (Check all that apply)		
<input type="checkbox"/> Disabled	<input type="checkbox"/> Offender/Justice Involved	<input type="checkbox"/> Served In the Military
<input type="checkbox"/> Foster Care	<input type="checkbox"/> ACS Preventative Services	<input type="checkbox"/> Does Not Apply
<input type="checkbox"/> Homeless/Runaway	<input type="checkbox"/> Parent	

Educational Detail- ONLY Ladders Specific	30. School Major		31. Grade Point Average*	
32. Where is your school located? (Check One)		33. Enter the start and end dates of your summer break		
<input type="checkbox"/> In NYC		From _____ To _____		
<input type="checkbox"/> Outside of NYC 5 Boroughs;		Town _____, State _____		

Career Goals	34. What is the applicant's long-term career goal? List three (3) options: 1st _____ 2nd _____ 3rd _____			
	35. Do you have any previous work experience? (Paid or Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	36. Would you be interested in opening a Savings Account? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Add'l Info	37. Is the applicant or any member of the household (0-64 years of age) covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	38. If NO, do you want to be contacted with information about public health insurance programs? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<p>CERTIFICATION OF ACCURACY: I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.</p>	<table style="width:100%;"> <tr> <td style="width: 50%;">Applicant Signature</td> <td style="width: 50%;">Date</td> </tr> <tr> <td>Parent/Guardian Signature</td> <td>Date</td> </tr> <tr> <td>LFL Provider Intake Officer Signature</td> <td>Date</td> </tr> </table>	Applicant Signature	Date	Parent/Guardian Signature	Date	LFL Provider Intake Officer Signature	Date
Applicant Signature	Date						
Parent/Guardian Signature	Date						
LFL Provider Intake Officer Signature	Date						

Part 2 - ESSAY QUESTIONS* – YOU MUST RESPOND TO QUESTIONS #39, #40 AND #41.

Please attach your answers on a separate sheet with your name and social security number on top.

39. In 250 words or more, please describe why would you like to join NYC Ladders for Leaders? *

- What do you hope to get out of the program?
- What would you contribute to the program?

Please attach your response.

40. RESUME (Attach a hard copy) – Each field represents a different section of your resume. Please enter the information accordingly.*

CONTACT INFORMATION (Name, Address, Phone/Cell number, Email)
EDUCATION
EMPLOYMENT HISTORY / WORK EXPERIENCE
VOLUNTEER / LEADER EXPERIENCE
HONORS & AWARDS
EXTRACURRICULAR ACTIVITIES
SKILLS

41. TRANSCRIPT (Attach a hard copy)*

APPLICATION MUST BE SUBMITTED BY 11:59PM APRIL 4th, 2016.

For more information about NYC Ladders for Leaders, please visit us
at www.nyc.gov/dycd or call DYCD at (800) 246-4646.

If you are selected to accept the job, you must show a picture I.D, Social Security Card and your current report card. In order to be placed in a summer internship, you will need to bring certain documents to your LFL provider. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for LFL internship.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6).

1. Proof of Identity

Official Picture ID
(school, city, state, government issued)
New: IDNYC will be accepted

2. Proof of Employment Authorization

Report Card (*dated within the last 6 mos*) **OR**
 Official School Transcript **OR**
 NYS Driver/Non-Driver's License **OR**
 Voter's Registration Card **OR**
 U.S. Military Card /Draft Record **OR**

3. Proof of Age

Birth Certificate **OR**
 Benefit Card **OR**
 NYS Driver/Non-Driver's License **OR**
 Alien Registration Card **OR**
 Valid U.S. Passport

4. Proof of Social Security Number

Social Security Card (**ONLY**)

5. Working Papers (*Must be age applicable*)
 If you are under the age of 18 at the time of application, you must submit your most current working papers.
 Working papers can be acquired through your school.
 If you are not attending school, call 311 or contact your local District Office.

16 and 17 years of age: Green Card

6. Proof of Citizenship/Alien Status

Valid U.S. Passport **OR**
 U.S. Birth Certificate **OR**
 Alien Registration Card **OR**
 I-94 , I-551, I-797 **OR**
 Certificate of Naturalization **OR**
 Employment Registration Card

7. Proof of Address (*Dated within the last 6 months*)

Home Utility Bill **OR**
 Current Lease **OR**
 Current Cable Bill (Must have Phone Service Listed)
 Official Mail from a Federal, State or City Agency

8. Proof of Educational Status

Official High School Transcript **OR**
 Official College Transcript **OR**
 Unofficial College Transcript **w/ copy of College ID**

9. LFL Application

A signed LFL application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

Please provide ONLY if applicable

10. Selective Service Registration Card **OR**
 Selective Service "Online Receipt"
Required for males 18 years of age or older

*Please note: all references to the word **current** mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.*
 The status of your application can be found at www.nyc.gov/dycd.

Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED

LFL 2016 LIST OF COMMUNITY-BASED PROVIDERS

Brooklyn	Manhattan
<p>Jewish Community Council of Greater Coney Island 1797 Coney Island Avenue, Brooklyn NY 11230 718-449-5000 Q train to Avenue M or F train Avenue N</p>	<p>Chinese American Planning Council 165 Eldridge St. New York, NY 10002 212-792-4579 Take the F train to Delancey Street or the M to Essex Street (same area).</p>
	<p>FEDCAP Rehabilitation Services 210 E. 43rd Street, 3rd Fl. Rm 328, New York, NY 10017 212-727-4338 Take 4, 5, 7 trains to Grand Central - 42 St</p>
	<p>PENCIL, Inc. 30 West 26th Street, 5th Floor, New York, NY 10010 646-638-0565 1, 2, 6, N, R, F, M, A, C, E, PATH and MetroNorth</p>
	<p>Central Queens Manhattan Training Site 130 E 59th St, New York, NY 10022 718-268-5011 4 or 5 train</p>
Queens	Staten Island
<p>Central Queens-YM & YWHA 63-25 Main Street – 153C; Forest Hills, NY 11367 718-268-5011 Take E, F, R trains to Forest Hills - 71 Av</p>	<p>United Activities Unlimited PS 18 @221 Broadway, Staten Island, NY 10310 718-448-4834 S53 bus to Broadway & Castleton Ave</p>

Applicants can apply to any of the above providers regardless of their place of residence.