



2017 High School Summer Internship Application Overview

During this internship, interns gain transferrable work skills and health care career exposure through administrative experiences, including project coordination and office functions. Interns will not participate in clinical procedures.

During the summer, KP LAUNCH interns in the program will:

- ✓ **Work full-time, Monday through Friday, for an eight-hour work shift during the program starting as soon as June 12, 2017 and ending as late as August 11, 2017**
- ✓ **Learn about different career options that they can pursue in healthcare**
- ✓ **Work independently on various healthcare-related projects in office or clinical settings working with at least one manager in a specific department**
- ✓ **Participate in weekly KP LAUNCH professional development days with other interns to enhance their career development**

In order to become part of the KP LAUNCH program, you must:

- **Complete the paper application form and attach your resume and personal statement**
- **Submit a KP LAUNCH Minor Consent Form if you will be 16-17 years old before August 11, 2017**
- **Be selected to complete an in-person interview**
- **Be selected to participate in the program, and**
- **Complete all Kaiser Permanente pre-employment requirements**

There are a limited number of internship positions available nearby each Kaiser Permanente Medical Center throughout Northern California. Not everyone who applies will be selected to interview or to participate in the program. Applicants must apply for the program based at the Kaiser Permanente medical center closest to the applicant's home address. Selected interns are planned to receive an invitation to participate in the program by March 31, 2017.

Applicants who are dependents of Kaiser Permanente employees are not eligible to participate in KP LAUNCH summer internship programs.

How to Apply

1. Complete the 2017 KP LAUNCH internship program application form. Make sure the form is complete, and that you print and sign the application.
 - a. If you will be 16 or 17 years old before August 11, 2017, complete a Minor Consent Form with your legal guardian.
2. Write your personal statement (*detail on page 2 of this document*)
3. Prepare a basic resume summarizing your contact information, academic (school) information and work/volunteer experience (*if any*).
4. Submit your application form, personal statement, minor consent form (if applicable) and resume to the medical center closest to your home as listed on the next page.

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Personal Statement

In 750 words or less, type or legibly write a personal statement to help us determine if this program is right for you. Write about yourself and your goals. In your writing, be sure to answer the following:

1. What education and career paths are you currently interested in?
2. How have you been impacted by: a) your family's background or educational history, and b) your surrounding environment or community?
3. Are there any situations or barriers you think may prevent you from pursuing an education and doing well in school?
4. Who has inspired you to achieve success? How did this person inspire you?
5. Why do you think you should be selected to participate in this program?

Submitting your Complete Application Materials

Please check the website for an updated Application Drop-Off Location list starting on Tuesday, 2/21/17. There are different application deadlines depending on which program is closest to your home address.

If you have any questions about the KP LAUNCH summer internship programs, visit the [website](#). After reviewing the website and still have any questions, please (510) 625-5401.

COMPLETE APPLICATION CHECKLIST:

- Completed, signed application form
- Minor consent form (if applicable)
- Resume
- Personal Statement