

CHICAGO SUMMER BUSINESS INSTITUTE

Preparing Today's Students to Become Tomorrow's Professionals

Application for Employment – For more info visit our website at www.chicagobusinessinstitute.com

Last Name		First Name		MI
Address		City	Zip code	
		Chicago		
Date of Birth	Age	Sex	Social Security No. (a valid social security card is required for participation)	
Home Phone		Cell or Alternate Phone		
Email 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.				
High School		Current Grade	Current GPA on a scale of	
		10 th or 11 th	_____ / 4.0 or 5.0	
JOB READINESS WORKSHOP				
Saturday, March 15th from 10am to 12pm more info @ www.chicagobusinessinstitute.com				
I am interested in participating in the Job Readiness Workshop on March 15 th (please check one) : <input type="checkbox"/> Yes or <input type="checkbox"/> No				

Eligibility Requirements (STUDENT MUST MEET ALL REQUIREMENTS):

- Student must **currently** be a Sophomore or Junior (ages 15 and under must submit a valid work permit);
- Student must have a valid social security card;
- Student must have a 3.0 GPA or higher (on a 4.0 scale);
- Student must attend either a public/charter, 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 (parent/guardian must sign Certificate of Income Verification Form)

INTERVIEWS WILL BE HELD ON
SATURDAY, APRIL 26TH AND SATURDAY, MAY 3RD
 STUDENTS WILL BE NOTIFIED VIA EMAIL * REGARDING
 HIS/HER SCHEDULED INTERVIEW DATE, TIME AND LOCATION.

Application Requirements (ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME IN THE ORDER LISTED BELOW – DO NOT STAPLE PAGES):

- Complete Application for Employment
- Complete Income Verification Form
- Provide Essay (2 pages, typewritten double-spaced on topic below):

“Based on today’s economy, what do you see as a benefit and/or hindrance to your educational success? Why? (Please provide a detailed response)”

- Provide Updated Resume (**REQUIRED**):
- Provide Two (2) Letters of Recommendation
- Provide Official High School Transcript (Sealed envelope with school stamp)

Student Signature (**REQUIRED – application will not be considered without signature**)

Date

Parent Signature (**REQUIRED – application will not be considered without signature**)

Date

Mail completed application materials with required signatures to:

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

**All application materials must be received or postmarked on or before March 22, 2014.
 INCOMPLETE, LATE, EMAILED AND/OR FAXED APPLICATION MATERIALS WILL NOT BE CONSIDERED.**