**Bay Area Housing Internship Program (BAHIP)**

###### **2020-2021 Intern Application Form**

**(Important – Please read the** [**Program Description**](https://nonprofithousing.org/wp-content/uploads/2020/01/BAHIP-2020-2021-Program-Description.pdf) **prior to completing this application)**

Applications must be submitted by **11:59 p.m. PST March 6, 2020.** You may use this Word doc application form or the [online form](https://docs.google.com/forms/d/e/1FAIpQLSfUhy2pQJNEGOoNlugNOmD_VRrjudTFuZJ8Xwbx3wie5S_pBA/viewform?usp=sf_link) available at [*www.nonprofithousing.org/bahip/*](http://www.nonprofithousing.org/bahip/). All answers must be completed for the application to be considered. Add space as needed to complete your answers. If using the Word doc application form, save your application as a PDF file and email it with needed attachments to: monica@nonprofithousing.org. To submit online, use the [**online form**](https://docs.google.com/forms/d/e/1FAIpQLSfUhy2pQJNEGOoNlugNOmD_VRrjudTFuZJ8Xwbx3wie5S_pBA/viewform?usp=sf_link) and follow the instructions in the form to attach needed materials and submit.

Applicants are welcome to attend an informational webinar to learn more about the program and ask questions about the application process. Webinars will take place on Monday February 3rd at 12pm and Thursday February 13th at 12pm. Please contact Monica at Monica@nonprofithousing.org to RSVP for the webinar.

## **PERSONAL INFORMATION**

**Name of Applicant:**

**Your mailing address while in school (Street/City/State/Zip):**

**Best number to reach you:**

**Best E-mail Address:**

**Date of Birth:**

**School currently attending:**

**Years of college completed:**

**Standing in school (i.e. Junior, Senior, etc.)** \*please note that we give priority to students entering their last year of undergraduate studies in Fall 2020\* :

**Expected graduation date:**

**Are you a first-generation University Student?** (Your parents did not graduate from a 4-Year University) YES / NO (Circle one)

**Do you speak another language?** YES / NO

**If YES, please specify language and level of fluency** (conversational/fluent):

**Are you a full-time student?** YES / NO

**If not, please explain here:**

**Will you be a full-time student in Fall 2020?** YES / NO

**Current Major(s), Minor(s), Degree(s), and/or Areas of Study:**

**Please list your college education information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Location | Dates Attended | Major/Minor | Degree |
|  |  |  |  |  |
|  |  |  |  |  |

**How did you learn about this internship program?**

**If selected to be interviewed for the internship program, which 3 Host Agencies would you prefer to be considered for placement?**

(The agencies are listed alphabetically below. We encourage you to visit the agency websites of each host agency to get more information before selecting.) Please select/highlight 3 only; you can rank order your selections as well.

▢ Abode Services/Allied Housing (Oakland)

▢ Burbank Housing (Santa Rosa)

▢ Community Housing Development Corporation (CHDC) (Richmond)

▢ EAH Housing (San Rafael)

▢ Eden Housing (Hayward)

▢ First Community Housing (San Jose)

▢ MidPen Housing (Oakland)

▢ Mission Economic Development Agency (MEDA) (San Francisco)

▢ Palo Alto Housing (Palo Alto)

▢ Resources for Community Development (RCD) (Berkeley)

▢ Satellite Affordable Housing Associates (SAHA) (Berkeley)

▢ Tenderloin Neighborhood Development Corporation (TNDC) (San Francisco)

▢ The Unity Council (Oakland)

**If selected for the program, can you work full-time during the summer of 2020 (30-40 hours per week starting between June 1 – June 30, 2020) and part-time (approx. 16-20 hours per week) starting when your fall term begins and through May 31, 2021?**

YES / NO.

*If your answer is “NO”, you may not qualify for the program. Please contact the Program Manager for clarification before continuing with this application.*

## **If selected for the program, can you show proof of identity and legal authorization to work in the U.S.?** YES / NO

*Please note that all information provided in this application will be kept private and confidential. Proof of identity and legal authorization to work is for employment eligibility verification ONLY upon hiring.*

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## **STATEMENT OF PURPOSE**

## *Please address the prompts below to the best of your ability.*

**Concisely state your goals with respect to the program, including the following:**

* ***Describe your background and why you are interested in this program.***
* ***How will you (your perspective, experience, voice) contribute diversity in our field?***
* ***What do you intend to do with your training and experience after the internship ends?***
* ***Please describe your interest in the community development field or interest in impacting diverse, low-income and urban communities*** *(if applicable, use examples of how you have demonstrated this in the past, and indicate any experience living or working with immigrant and/or ethnically diverse communities).*
* ***Here you can indicate whether you have lived in or have direct experience with government subsidized housing programs or housing unaffordability or instability.***
* ***Add anything else that may demonstrate your ability to be a good candidate for the program.***

*Applicants are strongly encouraged to review the* [*Program Description*](https://nonprofithousing.org/wp-content/uploads/2020/01/BAHIP-2020-2021-Program-Description.pdf) *prior to preparing their Statement of Purpose.*

[Type your statement here, 500 words max.]

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## **ATTACHMENTS**

 *The following attachments are required for your application to be considered complete.*

1. **Resume**

Please attach a resume in your submission email that includes information regarding current and past employment or volunteer experience, including employer/volunteer organization, term, and your duties. Please include experience you have had working within the community or with low-income communities especially as it relates to housing. Please also include any special skills you may have acquired such as specific computer programs or language translation.

1. **Transcripts**

A copy of a current college transcript must be submitted with your application as a separate attachment. We will accept unofficial or official copies - many universities allow you to download an unofficial transcript from a student portal. **Please ensure that your transcript that is in a readable format – PDF preferred.**

1. **Letters of Recommendation**

You are required to submit two letters of recommendation, with at least one being from a professor. Both letters should come from those persons most familiar with your community activities, employment, career interests and/or your academic work. **Letters must be written on letterhead and have original signatures**. *(It will help strengthen your application if you provide a copy of the program description to the persons writing your letters.)*

The letters may be sent via mail or email to the Program Manager. **It is your responsibility to follow up directly with those persons you have asked to write a letter to make sure they have sent it in on your behalf.**

To submit a hard copy original of the letter, please mail it to:

 Monica Joe, BAHIP Program Manager

 NPH

 369 Pine Street, Suite 350

 San Francisco, CA 94104

To submit a scanned original via email, send it to: monica@nonprofithousing.org with the subject line: [Student Name] BAHIP Recommendation Letter

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**Applications will not be considered complete until all the above information is provided.** If there are circumstances that prohibit you from completing the application in a timely manner, **please contact Monica Joe, Program Manager** at monica@nonprofithousing.org.

**I hereby certify that all of the information included in this application is complete and accurate.**

Signature/Name of Applicant Date

*All applicants will be notified by e-mail or by telephone regarding the status of their application by March 16th.*