



**SUMMER PROGRAM**



**2025 APPLICATION**



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## K-CHING PROGRAM:

K-Ching stands for Kids Creating Harmony in Neighborhood Growth. This New Columbia program offers valuable internship and volunteer service opportunities for youth ages 12 to 18. Designed to engage and empower local youth, K-Ching provides a four-week summer placement with one of our campus partner programs. Participants gain hands-on experience, develop peer support networks, and give back to their community—all while earning a \$300 stipend for their service.

### Objective/learning goal of prep curriculum:

Through this orientation, K-Ching applicants will learn essential job readiness skills, including what an application and resumes are, how to present themselves professionally, how to request and complete an employment application, interview tips, and what steps to take after the interview.

# INTRODUCTION:

## Section 1 – The Basics

### What is a job application?

Applications are form(s) or paper which indicates (your) interest in a particular place of employment or position within a company. Typically requests personal identification information, such as name, address and phone number, as well as a history of job experience. Applications can range from a simple one-page to a multi-page document.

You are what's called the applicant, the person filling out and completing the application.

### Why do employers use job applications?

Many employers use applications as a way of standardizing the information they obtain from all job-seekers, including some things that you would not normally put on your resume. (Will discuss these toward the end) Your goal is to complete the application as completely and honestly as you can — all the time remembering that the application is a key marketing tool for you in the job-hunting process. Remember that some employers will use your application as a basis for deciding whether to call you for an interview.

**Step 1:** You request an application from the place you want to work. Check to see if the application needs to be completed there, or preferably, you can take it home. This allows you sufficient time to complete it neatly and proofread. It is also recommended that you take two blank copies, in the event you mess up on one and can use for practice.

**BONUS TIP:** Always be dressed and groomed appropriately when picking up or dropping off an application. This is when you make your first impression! No matter the job, managers are more likely to hire someone with a professional appearance. Also, in some instances, you may be asked to give an on-the-spot interview. In this case you will already be prepared. There is a saying “Stay ready, to keep from having to get ready”.

**Step 2:** Complete the application. Some employers will ask you to complete it right then and there.

**Step 3:** Interview.

**BONUS TIP:** Arrive prepared with the information you need. Be sure to bring your completed applications and your letter of recommendation, signed parent consent and photograph release form.



## Section 1– Application Basics continued

Now that you have the application in hand you want to do the following:

- **Read and follow instructions carefully.** Always take a few minutes to review the entire application. Think of the application as your first test in following instructions. Some applications ask for information differently — and all have specific spaces in which you are expected to answer questions.
- **Complete the application as neatly as possible.** Handwriting is just as important here as it is in school, if not more so. Neatness and legibility count; the application is a reflection of you.
- **Use only a blue or black pen if completing it by hand.** Don't fold, bend, or otherwise mar the application. Or complete online (will discuss this further in Lesson/Unit 2 – Section 4 - Online Applications).
- **Don't leave any blanks.** One of the reasons employers have you complete an application is because they want the same information from all job applicants. This is also in place to help insure equity. If there are questions that do not apply to you, simply respond with “not applicable,” or “n/a”. However, do not write “see resume” when completing the application (but you can certainly attach your resume to the application).
- **Provide references.** To be discussed in further detail within Lesson/Unit 2 - Section 2 – References.
- **Proofread your application BEFORE submitting it.** Check for any errors, i.e. typos and misspellings.

## Section 2 – References/Letter of Recommendation

- Pick your references carefully — Employers want to see that there are people who will provide objective information about you to them.
- Where do you get references? From past employers, to teachers, to family friends. Most young job-seekers have a mix of professional and character references, while more experienced job-seekers focus on professional references who can speak of your skills and accomplishments.
- Professional references are those individuals such as employers or co-workers, or teachers.
- Personal references are those individuals such as co-workers or friends, but should NOT be family members.
- Once you have selected your references, you want to prepare a list with each person's name, job title or relation to you and their contact information (phone number and address).
- In ALL cases, make sure you ask (permission) if they are willing to be a reference for you before you list them.
- Keep in mind each employer decides what types of references they want and will accept. Some may only want professional references.

## Section 3 – Completing The Application

Here, we will review key sections of applications; Personal Information, Position applied for, Employment Information, Education, and References. We will introduce the concept of a resume and provide sample resume for students to review.

- **Application Deadline:** Please note that the applications are due on Friday, June 13th . You can return your application to the Resident Services office at 9022 N Newman. Our office hours are Monday – Friday 9:00 a.m. 5:00 p.m.
- **List Personal Information:** Name, address, grade, city/state/zip code, phone number, emergency contact phone numbers and any allergies or dietary restrictions.
- **Position Applied For:** Information provided here will include: the title of the job you are applying for, hours/days available to work and date you are available to start work.
- **Parent Signature:** Your parent or guardian must sign the application. If the application is not signed by a parent or guardian. You will not be eligible to work.
- **Recommendation Letter:** All applications must include a completed recommendation letter. This form can be completed by a coach, teacher, principal, counselor, aunt, uncle or guardian.
- **Parent Consent Form:** This form explains the program to your parent. It details when and how you will be paid. It must be signed by your parent before you begin working.
- **Permission to Photograph:** This form should be completed by your parent or guardian giving Worth It permission to take your photo at your work site.
- **Personal Biography:** This form helps us get to know a little more about the applicant. Please complete this form. If you would like to be considered for a K-Ching leadership position please submit two recommendation letters.
- **Don't forget to sign your application!**



# APPLICATION FOR K-CHING YOUTH EMPLOYMENT SUMMER PROGRAM

APPLICATION FOR STUDENTS AGES 12 - 18



## Application deadlines

Please include with this application a letter of recommendation from your parents/guardian or teacher

Your Name:

Address:

Grade completed in June 2025:

Parents/Guardian's Name:

Home Phone:

Emergency phone numbers (parents):

E-mail (parents):

E-mail (student):

Have you attended the K-Ching Youth Employment Summer Program before? Yes\_\_\_ No\_\_\_

Are you currently under medical treatment? Yes\_\_\_ No\_\_\_

Do you have any allergies or dietary restrictions? Yes\_\_\_ No\_\_\_

If yes, please describe:

Do you have a medical condition (heart condition, etc.) that may require treatment or affect your participation in this program? Yes\_\_\_ No\_\_\_

Have you had any recent surgical operations or accidents or been exposed to infectious disease within the last month? Yes\_\_\_ No\_\_\_ (If yes, please bring notification of medical release to the interview)

Are there any special accommodations that you need in order to perform your job duties? Yes\_\_\_ No\_\_\_

**I certify that all information provided on this form is true to the best of my knowledge**

Student Participant Signature \_\_\_\_\_

Date

Parent/Guardian Signature \_\_\_\_\_

Date

# APPLICATION FOR K-CHING YOUTH EMPLOYMENT SUMMER PROGRAM

## Recommendation Letter



Your Name:

Your Title:

E-mail:

Phone:

Name of Recommended Student:

How long have you known this student/youth? and in what context?

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Please rate the student on the following skills:

	Below Average	Average	Above Average
Leadership			
Initiative			
Motivation			
Academic Achievement			
Work ethics			
Creativity			

Please tell us why you feel this student would be a great employee: If you do not have enough space to write below you can attach a recommendation letter:

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# APPLICATION FOR K-CHING YOUTH EMPLOYMENT SUMMER PROGRAM

## Personal Biography



**Tell us a little bit about yourself.**

My Name is:

I have lived at New Columbia for \_\_\_\_\_ years.

In a few words, what do you like about living at New Columbia?

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I attend \_\_\_\_\_ School.

What are your favorite subjects in school and why?

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Do you play sports? If so, what sport do you play?

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I have \_\_\_\_\_ brothers and \_\_\_\_\_ sisters

My parent's names are

In my free time I love to

What are your favorite classes in school and why?

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My family and friends would say that I am

# APPLICATION FOR K-CHING YOUTH EMPLOYMENT SUMMER PROGRAM

## Personal Biography



What do you want to be when you grow up and why?

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What motivates you to want to participate in the K-ching Summer employment program?

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What are a few key tips for being successful at your work site?

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I plan on using the money I receive from the K-Ching program to pay for

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Do you Have a savings account?

If not, would you be interested in learning more about starting a savings account?

One thing that I have not mentioned but I think it is important that you know about me is that I am

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I was a K-Ching employee last year? Yes\_\_\_ No\_\_\_

If you answer yes. Where did you work

I would like to be considered for a K-Ching leadership position Yes\_\_\_ No\_\_\_

# APPLICATION FOR K-CHING YOUTH EMPLOYMENT SUMMER PROGRAM

## Parent/Guardian Consent Form



Please read the parent consent form fully. If you have any questions or need more clarification on something, please reach out to Worth It staff.

Today's Date

I \_\_\_\_\_ give permission for my son/daughter \_\_\_\_\_ to participate in the New Columbia K-Ching Summer employment program. I understand that my child will receive a gift card for their participation. The amount of the gift card your child will receive depends on the hours completed each week. If the youth are absent or late to work they will not be compensated for the days/hours missed. If your child is unable to finish the full program, your child will be paid for time worked. The youth that finish the full program successfully will receive is **\$300.00**.

\_\_\_\_\_  
Name of K-Ching volunteer

\_\_\_\_\_  
Parent/Guardian Signature

### Photo Release Authorization

Today's Date

Worth It has my permission to take a photograph for my K-Ching name badge and use photographs of me at my K-Ching worksite if applicable, in their informational materials and on their website.

\_\_\_\_\_  
Name of K-Ching volunteer

\_\_\_\_\_  
K-Ching Employee Signature

\_\_\_\_\_  
Parent's signature

## Section 5

A job interview is a meeting arranged by an employer/recruiter with an applicant, used to evaluate whether the applicant is suitable for employment for an available position within the company. Job interviews precede (come before) a person being hired. This is most often the main form of the assessment process.

### Successful Interviewing (Top-10 Tips)

- 1. Dress for Success.** Wear professional business clothes. (Insert brief discussion on what constitutes professional attire). Have proper hygiene. (Insert brief discussion on how this can be a barrier to gaining employment). Have a neat appearance. This includes pressed/ironed clothing, shirts tucked in, and belts worn. Also, avoid strong perfumes and colognes. (Insert brief discussion on scent free zones in workplaces).
- 2. Be there ON TIME.** It is best practice to arrive 10 – 15 minutes early. Prior to interview, you want to verify where you are going and how long it will take you to get there. This will vary based on your mode of transportation. Allow for delays. It is best practice to travel to the location the day before so you are familiar with where you are going. Have a backup plan.
- 3. Let your personality shine.** It is ok to be excited about the job. The employers want employees who are passionate about the work they do. Be yourself, just remember to remain professional.
- 4. Be Confident.** It is completely normal to be nervous in an interview; just try not to let them overpower your interview. Make good eye contact and maintain a calm, clear speaking voice.
- 5. Watch your body language.** Relax. Sit naturally. However, DON'T slouch or lean on the interviewer's desk. You want to AVOID chewing gum, or fidgeting.
- 6. Be professional.** Start with a smile. Greet them with a firm handshake. Be polite to everyone you meet. Turn OFF your cell phone(s).
- 7. Listen carefully and ask clarifying questions, when needed.** You want to answer the questions they are asking, so if you didn't quite hear the whole question or don't understand something, don't be afraid to ask them to please repeat the question or ask for clarification.
- 8. Let them know what you have to offer.** Highlight your past experiences and accomplishments and tie those into how they can help you contribute to the company.
- 9. Think before you speak.** Avoid speaking about personal or financial troubles or family matters. You do not want to get too personal.
- 10. Don't linger.** Don't just hang around and hover around the office. Shake the interviewer's hand, reiterate your interest in the position, thank them for their time and giving you opportunity to interview, and then leave.

## Interview Questions

One of the best ways to prepare for an interview is to anticipate questions the interviewer may ask. This will allow you to give thoughtful and organized answers during your interview. Here we will go over some general questions that are typically asked.

- 1. Why do you want this job/to work here?** You want to provide an answer that lets the employer know you have given this some thought and that you are not just randomly applying for open positions.
- 2. Tell me about yourself?** This is a brief summary about who you are as a student. What are you studying in school? What are you good at?
- 3. What do you know about the K-Ching program?** Research some facts about the program. When did the program start at New Columbia?
- 4. Why should we hire you?** Summarize your experience in the area you are applying for, or the skills you have that qualify you for the job.
- 5. What do you see yourself doing in five years?** Most of you are still pursuing your education, so you may be planning to move into high school or college.
- 6. When can you start?** Be mindful this question DOES NOT mean you have the job yet. This question helps us know your availability to work. Please let the interview panel know if your family will be taking a summer vacation, if you have summer school, or another summer job.
- 7. Do you have any questions for me/us?** Ask about next steps to hiring process and their timeline for notifying those who have interviewed.

## Section 6 – After the Interview

Immediately after the interview, it is suggested to send the interviewer a thank you card/note. This will help you stand out as a contender even after the interview is over and keep you on their mind. You can also submit a thank you email as well. Suggested to send within 24 hours after the interview.

We will provide you with the date when we will call you to let you know if you have been hired for a K-Ching position. If you haven't heard from us by \_\_\_\_\_ please call Michael Mangum at 971-400-0839. If you didn't receive a job offer, consider asking for feedback about how your interview went and how it could have been better. This will provide you with information on how to have a more successful interview next time.

Even if you didn't get the job, try not to get discouraged. Like any new skill, you need to practice to get better. Interviewing is the same. The more you do it, the easier it will become.





# K-CHING

## SUMMER PROGRAM