

**KAISER PERMANENTE L.A.U.N.C.H.* HIGH SCHOOL
SUMMER YOUTH EMPLOYMENT PROGRAM
Summer Youth Employment Applicants**

To: Prospective Intern

We at Kaiser Permanente West Los Angeles are pleased to welcome your application for our Kaiser Permanente L.A.U.N.C.H.* High School Summer Youth Employment Program. Please read the attached application carefully and complete all forms. These forms must be returned to the Volunteer Department, located in the basement of Building 4 (room G-12) **no later than Friday-April 14, 2023, by 5 p.m. without exception** to be considered for an interview. They can be sent electronically too.

- Applicants must be between the ages of 16 and 18, **completing the 11th or 12th grade this school semester to be considered. No exceptions.**
- **Applicants cannot attend daytime summer school during the program nor go on vacation**
- **or participate in another internship activity at the same time.**
- **The student MUST provide a COVID-19 vaccination card showing they are fully vaccinated – two vaccines and one booster. Upon hire,** applicants are required to complete a health screening which includes drug testing. This will be done through Kaiser Permanente.
- **If hired,** under age 18 and not currently graduating high school, students must submit a valid work permit **prior to the start of the program.**
- Students must provide necessary documentation proving eligibility to work in the United States. If there are any questions, they will be answered by the Human Resources Dept.
- All students **must be available for a mandatory orientation on Monday, June 26.** Due to the six-week program, they must make every attempt to work the agreed upon schedule with very little room for absences, Monday through Friday with the internship ending Friday, **August 4, 2023.**
- Students **must** attend the **mandatory** Education Days, which will be held once a week, on Fridays, from 9 a.m. – 1:00 p.m.
- Students **must** be prompt, dependable and **willing to adhere to professional work-setting guidelines** which will include a specific dress code. No cell phones, pagers, headphones, iPods, etc. are allowed. Kaiser Permanente is a non-smoking environment. Smoking is not allowed anywhere on campus.

You must return the following documents with your application. Make sure you have all necessary signatures where indicated:

- **L.A.U.N.C.H. Recommendation form completed by teacher or counselor**
- **Applicant's Statement (signature required on page 6)**
- **Intern Eligibility Statement (signature required on page 7)**
- **Parent Legal Guardian Consent Form (signature required on page 8)**

If you are unable to commit to these standards, please reconsider your application.

Thank you,

Rosemary Wilson

Rosemary Wilson /On-Site Coordinator
(323-857-3269)

Marcella Frazier

On-Site Assistant

****Please be aware that the Kaiser Permanente Youth Workforce Programs does enforce a “No Dependents” policy, in which dependents of Kaiser Permanente employees are ineligible to apply to the Program. “Dependents” in this case is defined as the child/dependent of a guardian/parent that is employed by Kaiser Permanente and whereas the guardian/parent is providing direct financial support to the child.**