

Smart Teens Accepting Responsibility Today (START) Internship Program

Application Deadline: May 22, 2017

Description:

ARDX Foundation sponsors rising high school seniors each year to participate in an intensive summer internship program. This paid internship program will begin in June and conclude in August. Once the intern is selected, he/she will report to the START Program Manager and be assigned to work in one of several operating areas such as: Foundation Program office, Marketing, Finance, Customer Service and/or Information Technology Solutions. In addition, the interns will complete constructive collaborative tasks designed to enhance their leadership, project management, presentation and technical skills. In addition you will spend time focused on mental wellness, personal development and doing meaningful work.

Checklist/Requirements:

- Must be academically classified as a rising senior (recently completed junior year)
- Resume detailing education, work and community involvement

Submission of Documents:

- Scan and email application, resume, and cover letter to Info@ARDXFoundation.org

Selection Process:

Applicants will be interviewed and selected by a designated committee. Students should note that this application process is competitive. Each applicant will be notified via email or phone with the status of their application.



At the ARDX Foundation, our goal is to shine a light on the importance of mental and behavioral wellness and to serve as advocates, partners, educators, mentors, and change agents. We believe in the power of volunteer service and are dedicated to improving the health and well-being of our most vulnerable populations, including women, youth, and the elderly living in disadvantaged communities.

We are committed to creating initiatives and providing resources that transform the lives of women and their families, enabling them to make their own mental wellness a top priority.

The ARDX Foundation is inspired by the work of ARDX President and CEO Angela D. Reddix, a strong advocate for and the founder of numerous community outreach programs.



Personal Information

Full Name: _____ **Date:** _____
First Middle Initial Last Name

Address: _____ *Apartment/Unit #*

_____ *City State Zip Code*

Phone: _____ **Email:** _____

Will you have full-time availability from July to the beginning of August? YES NO

Do you have reliable transportation to and from work? YES NO

Are you legally authorized to work in the United States? YES NO

Internship Placement

Preferred internship assignment

To facilitate placement, select three areas of interest in order of priority (1= Most Desired). While no guarantees can be made, this will allow the START Program Manager to properly assign the Intern in a desired area.

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Project Management | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Foundation Work |

Computer skills

Please check all that apply.

Microsoft Word:	<input type="checkbox"/>	Graphics/Image/Photo software:	<input type="checkbox"/>
Excel Spreadsheets:	<input type="checkbox"/>	Financial software:	<input type="checkbox"/>
PowerPoint Software:	<input type="checkbox"/>	Other (s) software (Please specify below):	<input type="checkbox"/>

Education

High School: _____ GPA: _____

From: _____ Graduation date: _____

Are you interested in attending college?
If yes, what colleges or universities would you like to attend?

YES

NO

References

Please list two references:

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

ARDX Foundation prohibits discrimination and/or harassment with respect to the hiring or promotion of individuals, condition of employment, disciplinary and discharge practices, or any other aspect or term of condition of employment on the basis of sex, race, color, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, pregnancy or maternity, protected veteran status, or any other status protected by applicable federal, State or local law.

ARDX Foundation is an equal opportunity employer committed to diversity, and promotes a drug-free workplace. All individuals will be treated in a fair and non-discriminatory manner throughout the employment process.

About ARDX Foundation:

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