

Dennis Group Services, LLC  
Lexington, Kentucky  
(859)519-5296

March 15, 2012

RE: UPWARD BOUND PROGRAM

Ms. Steele,

Thank you for your interest to participate in the inaugural year of the CIP – Cooperative Internship Program starting here in Lexington. Dennis Group and our primary sponsor partner are excited about the additional benefits this program will offer to the students your program already provides service and support. It is our hope to be able to combine all of our efforts to the empowerment and betterment of minority and disadvantaged students and to equip them to confidently accept the reigns of the future.

In CIP, student will have the opportunity to work for 10 weeks of the summer to earn nearly \$4000 to assist them with expected and unexpected college expenses. Another valuable resource to this program is the experience of working in a professional office environment and gain important resources in building their career resume. To be considered for future employment, students will also be required to participate in at least one community service event throughout their school year to learn the importance of giving back to society.

So where do you come in?

This first year our goal is to put at least 20 students on assignment and we would like your assistance in extending this offer to some of your more mature minded students that meet the following criteria:

- Minority or Disadvantage classification
- 18 – 23 years of age
- Enrolled full-time in college or university
- Moderate to proficient computer skills
- Ability to work throughout the Lexington area
- Available to work all 10 weeks of assignment

Some additional contemplations which are not necessarily considered requirements are first generation college students and those whose families incur financial burdens providing student expenses for college.

A student application is provided with this letter to be returned to Dennis Group Services for review. We look forward to working with you to make the CIP program a success for our community so feel free to stay in contact with us to expand on our relationship. Thank you!!!

Sincerely,

Darnell Dennis  
Executive Director  
Dennis Group Services, LLC  
[Dennisgroup2002@yahoo.com](mailto:Dennisgroup2002@yahoo.com)



# COOPERATIVE INTERNSHIP PROGRAM

## Student Worker APPLICATION FORM

*Please email to dennisgroup2002@gmail.com*

<b>DATE:</b>	
<b>STUDENT NAME:</b>	
<b>SCHOOL:</b>	

<b>CONTACT INFORMATION:</b>			
<b>Address line 1</b>		<b>Cell Phone:</b>	
<b>Address line 2</b>		<b>Home Phone:</b>	
<b>City, State Zip:</b>		<b>Personal Email Address:</b>	

**Household Information:** (Please mark X to left)

<b>Family Household income</b>	<input type="checkbox"/> < \$40,000	<input type="checkbox"/> ≥ \$40,000	<b>First Generation college student?</b>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>MAJOR:</b>		<b>Expected Year of Graduation</b>		<b>Cumulative GPA</b>	
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*Students will be required to bring updated grade sheet to orientation*

**Current Status:**

<b>I am currently a:</b>	<input type="checkbox"/> <b>FRESHMAN</b>	<input type="checkbox"/> <b>SOPHOMORE</b>	<input type="checkbox"/> <b>JUNIOR</b>	<input type="checkbox"/> <b>SENIOR</b>
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*Student should be 18 years of age by first day of work assignment*

**AVAILABILITY:**  
 Are you authorized to work in the United States (IRCA OF 1986)? Y \_\_\_ N \_\_\_ (Note: DGS is required to verify your eligibility to work in the US by completing the INS I-9 form. If offered employment, you will be expected to provide the required legal information within 3 days of beginning work).  
 Have you ever been convicted of a felony or 1<sup>st</sup> degree misdemeanor? Y \_\_\_ N \_\_\_ (Note: A conviction does not automatically eliminate you from employment consideration. Each conviction will be reviewed with respects to requirement of host client).

**REFERENCES: 3**  
**Not family or friends. Please include person recommending to this program.**

Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____
Relationship: _____	Relationship: _____	Relationship: _____

**SKILLS:** *Please rate yourself on the following skills*      **3 = Expert**      **2 = Proficient**      **1 = Novice**

SKILL	Rating	SKILL	Rating	SKILL	Rating
Interpersonal Skills		Faxing		Spreadsheets	
Mechanical Ability		Telephone		Word Processing	
Detail Orientation		Internet Search		Outlook Email / Calendar	
Organizational Skills		Data Entry		PowerPoint	
Work Independently		Databases		Microsoft Offices	
Copying / Collating / Filing		Basic Accounting		Excel	

**\*\* READ CAREFULLY BEFORE SIGNING – internet responses to sign at interview\*\***

Any false, fraudulent or misleading oral or written statements in this application process whether made by me or others at my request, may result in rejection of my application, denial of my employment, dismissal from service if in placement, and/or prosecution for a crime. I agree to submit a local criminal background check at my expense within 5 days if deemed requirement for placement.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and confirm authenticity of submitted documents and statements contained herein are true and complete to the best of my knowledge.

Signature (or initials if electronic submittal): \_\_\_\_\_ Date: \_\_\_\_\_