INSTRUCTIONS TO COMPLETE APPLICATION FOR EVE & GENE BLACK SUMMER MEDICAL CAREER PROGRAM

PROGRAM HAS VIRTUAL AND IN-PERSON OPPORTUNITIES (In-person sessions subject to change)

PLEASE NOTE: this application must be completed in one sitting. Answers cannot be saved. LAPS recommends that before you begin, you review the sample application found on the LAPS website under Eve and Gene Black Summer Program tab and the application instructions for:

1. **3 essay questions**
2. **Letter(s) of Recommendation**
3. **Extracurricular Activities AND Honors/Awards**

If you do not find answers to your questions on our website documents, please contact: eseaman@lapedsoc.org

Section 1. **Name and Contact Information for Applicant, Parents/Guardian and High School Counselor:**
Make sure that you can be reached at all phone numbers and emails that you list. <mark>DO NOT USE A SCHOOL EMAIL ADDRESS AS YOUR PRIMARY EMAIL.</mark> *Use gmail, yahoo, etc. account to ensure that you receive all emails from LAPS (School email servers have rejected our emails in the past).*

- Give additional phone numbers/emails if necessary.
- **Be sure to** set up your cell phone voicemail. Or if your voicemail is already setup, **make sure** that your voicemail has room to leave messages. Check your phone and email for messages, **often, including spam folder.** See FAQs Section II, Question #6
- **Slow responses are viewed as a lack of interest and can possibly affect your placement chances.**

Section 2. Sessions Selection for Virtual and In-Person Programs:
- If selected to participate, you must to be available for **ALL** of the session dates/times as indicated on the application.
- All participants in in-person programs must provide their own transportation. Please see Facility Address & Requirement List for detailed information.
- For In-person programs only: **Must confirm that you are fully vaccinated for COVID-19, including a booster dose if eligible and can provide proof of vaccination and any required boosters upon request.**
- Please note that if you apply to an in-person program and are not selected or the in-person program is cancelled, you will have the option to be considered for the virtual program, unless you opt out of being considered for the virtual program.

Section 3. Essay Questions/Prompts: Info - FAQs Section II, Question #2
- Limit: 3 pages to answer ALL three (3) questions/prompts.
- This section is VERY important and carefully read by reviewers.

Section 4. Letter(s) of Recommendation: Info - FAQs Section II, Question #3
- A letter may be written by any person, NOT related to you, who knows you and your character/abilities/talents
- This may be a teacher, counselor, principal, family physician, neighbor or employer/supervisor of a paying or volunteer job.
- To learn more visit: www.bestsampleresume.com/letter-of-recommendation.html
- 1 letter is **required** but you may include 1 additional letter.
- You may submit Letter(s) using the Letter of recommendation submission form link on the application or send the submission form link to your recommender(s) for them to submit on your behalf.
- **Any other method of sending letter(s) of recommendation will need to be pre-authorized by LAPS Administration.**

Sections 5, 6, 7. Extracurricular Activities AND Honors/Awards: Info on FAQs Section II, Question #4
- Extracurricular Activities AND Honors/Awards document needs to be **uploaded** to the application.
- The information may be formatted like a resume.
- List/Include all academic and non-academic activities, talents and/or achievements, both in and out of school, school/community clubs, volunteer service and job/life experience/skills. Include skills such as bilingual/proficient in another language or musical accomplishment.
- Explain activities or honors/awards whose names do not indicate what they are and/or what they do. Coordinators need to understand the purpose/definition of organization(s) where you participate. Are there membership requirements? What is your level of involvement – member or officer? For how long?

Deadline: <mark>Tuesday, February 21, 2023 at midnight</mark> **(PST)**
- All applicants will be notified whether accepted or not **VIA EMAIL** by <mark>Friday, April 7, 2023</mark>
   If you have not received an email by the notification deadline, please send an inquiry email to eseaman@lapedsoc.org