

## INSTRUCTIONS TO COMPLETE THE EVE AND GENE BLACK SUMMER MEDICAL CAREER PROGRAM APPLICATION

It is **HIGHLY RECOMMENDED** that you either complete your application on our website [www.lapedsoc.org](http://www.lapedsoc.org) or download & save an application that you can type on later. This document is a PDF so you need to have Acrobat Reader (a free program) on the computer to download. You can NOT submit online, you will need to print your application and send with all other required documents.

### Section A. Name and Contact Information

- Make sure that you can be reached at *all* the phone numbers you list. Give additional numbers if you feel they are necessary.
- If you are hand printing your application, make sure your email address is legible. Remember that certain numbers and letters can be mistaken for each other, so make sure and clarify that on your application.

### Section B. Extracurriculars and Honors/Awards: Follow instructions. If you use additional sheets, put your name at the top of each page.

- In the Honors and Awards area make sure to include both academic and non-academic achievements.
- Instead of additional sheets, if you prefer you may use a resume that includes all the info requested, do not exceed 2 pages.

### Section C. Hospital Program Selection: See instructions on application.

**NOTE: PROGRAM DATES MAY BE SUBJECT TO CHANGE, CHECK WEBSITE FOR UPDATES.**

- If selected to participate in a program, you will need to be available for the duration of the program, no days off, no exceptions.
- Every participant is responsible for their own transportation to and from their selected program.
- Select only programs that you have transportation to and are interested in participating.
- For Valley Combined Program, you may change locations during the day. *If Valley is one of your placement choices, (#1, #2 or #3), you will need to submit with your other required documents the "Transportation Survey" found on our website.*
- To help you in making your selection(s), here is breakdown of the number of applications received vs. the number of participants selected:

Program	No. of Apps	No. Selected	Program	No. of Apps	No. Selected
*Cedars Sinai	5-8	2-3	Providence Tarzana Medical Ctr.	15-20	2-3
Childrens, LA	35-50	2	St. John/Santa Monica	15-25	6
Harbor UCLA	45-60	3-4	*St Mary, Long Beach	7-12	1
Huntington Memorial, Pasadena	8-10	1-2	UCLA Medical	45-55	2
King Multi-Serv. Ambulatory Care	10-17	10-12	Valley Combined (see app for list)	15-17	12 (6 for ea. 2 wk. session)
LAC/USC	20-35	4	White Memorial	15-20	4
Olive View UCLA	12-16	4	<b>*Must be 18 by program start.</b>		

### Section D. Consent and Agreement Form for Student Participation: (Online this is the 2<sup>nd</sup> page.) Make sure it is signed & information is correct.

### Section E. High School/Counselor Information Section: Have counselor sign and complete this info as we may need to reach counselor or you.

### Section F. Essay Questions: Follow directions on application. *Remember, you cannot use more than 2 typed pages to answer all 3 questions.*

- Essays must be typed, not hand written. Type your name at the top of the page(s). Type the question 1<sup>st</sup>, then your answer.
- This section is VERY important and carefully read by program coordinators.

### Section G. Letter(s) of Recommendation: See instructions on application, FAQs or visit [www.bestsampleresume.com/letter-of-recommendation.html](http://www.bestsampleresume.com/letter-of-recommendation.html)

- A letter can be written by any person that can speak to your character, abilities and/or interests, e.g. a teacher, counselor, principal, supervisor of a paying/volunteer job, neighbor or family physician. A letter cannot be written by anyone related to you.
- Open all sealed letters to copy for the *required* application copy set of all documents. **DO NOT MAIL SEPARATELY**

### Section H. Cumulative Grade Report or Transcript – DO NOT MAIL SEPARATELY

- This is NOT a current report card but a summary of all your high school courses and grades to date.
- It does NOT need to be official; therefore if sealed, open to copy for the required application copy set of documents.

### Section I. Original Set of Document and Copy Set of Documents

- Put each set in the following order: application, Consent & Agreement form, any extracurricular & honors/awards page(s), essay answers, letter(s) of recommendation & cumulative grade report/transcript. If applying to Valley Combined, add "Transportation Survey" found on our website as the last document.
- Paperclip each set. Do NOT staple. Place both sets in 1 envelope. This envelope will require additional postage.

### Section J. Mailing Instructions: Mail by US Postal Service ONLY. Please use the mailing checklist that is available on our website.

- Due to the large volume of applications that all arrive at the deadline, we cannot acknowledge receipt of your application.
- If you send by Priority mail and use the "Delivery Confirmation" service, you will be able to track our receipt of your package through the US Postal Service, either online or by phone.

### Section K. Deadline: Postmarked by **Friday February 24, 2012**. You will be notified by phone or mail if you are accepted or not by **April 10, 2012**

### Section L. Questions

- If you are unclear about any of these instructions, please go to our website [www.lapedsoc.org](http://www.lapedsoc.org) and review the FAQs.
- If your question(s) is not in the FAQs, email Mary Ellen Osborne [meosborne@lapedsoc.org](mailto:meosborne@lapedsoc.org) or call 310-347-8087 M-F from 8 a.m. to 6 p.m.