

**HOUSING AUTHORITY OF THE CITY OF ERIE
2022 SUMMER INTERNSHIP
APPLICANTS INFORMATION SHEET**

The HACE 2022 Summer Internship Program is open to public housing residents who meet the following criteria:

1. Must be between the ages of 17 and 22.
2. Not Head of Household.
3. Enrolled as a fulltime student for the 2022 fall term in a fully accredited college.
4. Be a resident in good standing.

To apply for the program, eligible applicants will be considered on the basis of when completed applications are received. Only approved/completed applications will be considered for the summer internship program. For an application to be considered completed the following steps must be followed:

- Contact HACE Resident Initiatives Coordinator Cherie Kinem at 452-2425 if you have any questions concerning your eligibility for the Summer Internship Program. A completed application must include:
 1. Photo identification (Driver's license, school identification etc.)
 2. Social Security Card
 3. Proof of college enrollment in the 2022 fall term. (An acceptance letter is not considered proof of enrollment. Proof you have paid your deposit, your approved fall class schedule, or a letter from the college, confirming enrollment is considered proof of enrollment.)
 4. An up to date resume. (If you need assistance with your resume, contact the Housing Authority's Employment Programs, the Quality of Life Learning Center, 899-3904 or the Multi-Cultural Resource Center, 454-1266.)
 5. U.S. Birth Certificate.
 6. If you are not a U.S. Citizen, you must bring proof that you are a lawful permanent resident. (Green card)
 7. Please list any summer classes or employment that may interfere with your summer internship.
 - 8. Applications for internships will be accepted until May 27, 2022.**

If accepted into the Summer Internship Program:

- All applicants for the Authority's Summer Internship Program are required to attend an orientation meeting where you will be provided with information on the rules of the program, payroll and possible internship sites for the summer. If accepted into the program you will receive your assignment at the orientation meeting.
- When attending the interview and orientation sessions all applicants are expected to dress in an appropriate professional manner (no shorts, t-shirts, hats, sneakers etc.).
- Interns will earn \$13 per hour.

If you have any questions, please contact Cherie Kinem at 452-2425.