



Jefferson Lab

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

JEFFERSON LAB HIGH SCHOOL SUMMER HONORS PROGRAM Application Procedure

Dear Student Applicant:

To be eligible to participate in the Jefferson Lab High School Summer Honors Program, you must attend a local high school (within 60 miles of Jefferson Lab), be at least 16 years old by June 15 of the application year, be in good academic standing, and maintain at least a 3.3 grade point average. Students who are selected to participate in the Jefferson Lab High School Summer Honors Program are chosen on the basis of demonstrated skills and merit. Dependents of Jefferson Lab employees are not eligible for this program.

The 2012 Jefferson Lab High School Summer Honors Program begins on June 25, 2012 and concludes on August 3, 2012. To apply to the Jefferson Lab High School Summer Honors Program, follow the steps listed below. You must complete a new application package for each academic year in which you wish to be considered.

1. Complete the Student Application Form and Self-Identification Form, legibly printed or typed.
2. Have two adults who know you well (at least one from school) complete a Reference Form and submit them with your application (leave in sealed envelope). Be sure to write your name in the space indicated on the forms before giving them to your references.
3. Return the Application, Self-Identification Form, and two Reference Forms (each in a sealed envelope) to the Science Education Office (at the address listed below) at Jefferson Lab.
4. Obtain copies of your high school grades to date and a list of the classes you are currently taking. If you are selected for a personal interview, these copies must be provided to Jefferson Lab at the time of your interview.

**APPLICATIONS MUST BE POSTMARKED BY:
FEBRUARY 24, 2012**

Jefferson Lab High School Summer Honors Program
Office of Science Education
Thomas Jefferson National Accelerator Facility
628 Hofstadter Road, Suite 6
Newport News, VA 23606
(757) 269-7633

All Applicants will be notified by March 23, 2012

Print Name

Date

JEFFERSON SCIENCE ASSOCIATES, LLC/
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY
Jefferson Lab High School Summer Honors Program Application

Address: _____ Telephone No. _____
_____ Date of Birth: _____
_____ e-mail Address: _____

Citizenship*: _____

*Participants must be U.S. citizens or to Permanent Resident Aliens. The latter requires a copy of both sides of the alien registration card to be submitted WITH THIS APPLICATION.

Have you attended any educational programs at Jefferson Lab? _____ Yes _____ No

If yes, describe or list which program(s): _____

Have you been previously employed by Jefferson Lab? _____ Yes _____ No Dates: _____

Do you have any relatives working at Jefferson Lab? _____ Yes _____ No

Name: _____ Relation: _____

DEPENDENTS OF JEFFERSON LAB EMPLOYEES ARE NOT ELIGIBLE FOR THIS PROGRAM

Name and Location of High School: _____

Counselor's Name: _____ Current Grade Level: _____

Grade Point Average: _____

List the courses you have taken and your grades in the following subject areas:

Science	Math	English
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Name

Date

Other classes and/or special interests Jefferson Lab may consider relevant:

With what computer systems are you experienced?

With what programming languages are you experienced?

List any awards or special recognition you have received:

List any extracurricular activities you are involved in, especially those in which you have a leadership role:

List any previous work experience, including volunteer work:

Employer	Supervisor	Your Responsibilities	Dates	Phone

List three adult references we may contact (not family members), at least one of whom is from your school*:

Name	Phone

*HAVE TWO OF THE ADULT REFERENCES COMPLETE REFERENCE FORMS
AND RETURN THEM TO YOU IN SEALED ENVELOPES

Print Name

Date

Use the space below to describe what you expect to gain from an experience at Jefferson Lab - how will it be a benefit to you? (use up to one additional page, if necessary)

Use the space below to indicate what contributions you believe you would make to Jefferson Lab. What special skills or attributes would you bring to the organization?

MEMORANDUM

TO: Applicants for Employment
FROM: Human Resources and Services Director
RE: Applicant Information on Ethnicity, Sex, Disability, Disabled Veteran, and Vietnam Era Veteran Status

As a federal contractor, JSA/Jefferson Lab is required to take affirmative steps to hire, train and promote qualified persons with disabilities, disabled veterans, veterans of the Vietnam era, and other protected class members.

To facilitate our fulfillment of this requirement, we are asking for certain information; in particular, ethnicity, sex, whether you have a physical or mental disability, or are a disabled veteran or a veteran of the Vietnam era. This information is confidential and will be used only in accordance with applicable laws and affirmative action programs.

The information supplied will be used in specific, limited ways. In some cases, individual supervisors may be advised regarding the restrictions that persons with disabilities encounter on the job as well as ways of overcoming those restrictions. If a disabling condition requires special treatment, first-aid and safety personnel may be notified appropriately. The information is available to government officials investigating JSA/Jefferson Lab's compliance with federal regulations, and it is also available to JSA/Jefferson Lab administration on a need-to-know basis.

Submitting this completed form is entirely voluntary on your part, and refusal to do so will not impact our consideration of you as an applicant or otherwise subject you to any adverse treatment.

Thank you for your cooperation and assistance.

NON-DISCRIMINATION

JSA/Jefferson Lab, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, religion, sex, marital status, or disability in any of its policies, procedures or practices; nor does JSA/Jefferson Lab, in compliance with Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employee or person seeking employment on the basis of their age or because they are disabled veterans or veterans of the Vietnam era.

In conformance with JSA/Jefferson Lab policy and pursuant to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, JSA/Jefferson Lab is an affirmative action/equal opportunity employer.

Self-Identification Form

ETHNIC CODE/SEX

In order to maintain consistency, JSA/Jefferson Lab has adopted the following set of racial/ethnic categories and definitions. If of mixed ethnicity, please check the one with which you most closely identify.

Ethnicity		Sex	
<input type="checkbox"/> N	American Indian or Alaskan Native	<input type="checkbox"/> M	Male
<input type="checkbox"/> W	White, includes Arabian	<input type="checkbox"/> F	Female
<input type="checkbox"/> B	Black, not of Hispanic origin		
<input type="checkbox"/> H	Hispanic		
<input type="checkbox"/> A	Asian, includes Pakistanis, Indians, and Pacific Islanders		

ALL APPLICANTS PLEASE COMPLETE

DISABLED AND/OR DISABLED VETERAN OR VIETNAM VETERAN STATUS

1. Disabled Veteran

I am (1) entitled to compensation for disability rated at 30% or more under laws administered by the Veterans Administration, or (2) discharged or released from active duty for a disability which occurred or was aggravated in the line of duty.

Yes No

2. Vietnam Era Veteran

I (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability of which any part of such active duty was performed between August 5, 1964 and May 7, 1975.

Yes No

3. Disabled

I (1) have a physical or mental impairment which substantially limits one or more of my major life activities, (2) have a record of impairment from which I may now be recovered, and/or (3) am regarded as having such impairment.

Yes No

Many persons with disabilities are able to perform job duties by making special adaptations or with reasonable accommodations. Please describe any accommodations which would enable you to perform safely the duties of the job for which you have applied.

Jefferson Lab High School Summer Honors Program Student Reference Form

_____ has identified you as a reference on his/her application to participate in the Jefferson Lab High School Summer Honors Program. Please complete this reference form, seal it in an envelope, and sign across the flap before returning it to the student.

How long have you known this student? _____

Please rate this student's academic performance in comparison to his/her peers: superior good average poor

Please rate this student's overall character in comparison to his/her peers: superior good average poor

On a scale of 1 (lowest) to 5 (highest), rate the student on the following:

_____ self discipline	_____ leadership
_____ ability to follow directions	_____ independence
_____ initiative	_____ reliability
_____ cooperation	_____ academic ability
_____ originality	_____ integrity

Please add any information you would like us to consider in evaluating this student.

Please indicate one of the following:

_____ I highly recommend this student	_____ I recommend this student with reservation*
_____ I recommend this student without reservation	_____ I do not recommend this student*

* If you have reservations or do not recommend the student, please explain:

Print Name: _____ Position: _____

Signature: _____ Date: _____

School: _____

Thank you for your cooperation.

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