

Intern Application

INSTRUCTIONS

- 1) Complete Application Form.
- 2) Sign application form, and obtain parent/legal guardian signature.
- 3) Send completed application packet to your exchange coordinator for their approval and signature. Your regional coordinator will forward the application to the Labo office in Sacramento.
- 4) Give a "Confidential Reference Form" to two people -- not relatives -- to fill out and send directly to the Labo office in Sacramento. You may want to also give them an addressed, pre-stamped envelope for their convenience.

**APPLICATIONS ARE DUE to the LABO OFFICE in Sacramento
by December 15**

APPLICATIONS ARE DUE to your Coordinator
by November 30 in order to meet the December 15 deadline

TIMELINE

- **February 1:** Applicants will be notified of Labo's selection for interviews.
- **Late February:** Interviews held in specified location.
- **March 15:** Labo's final decision will be announced.
- **April 1:** Interns must submit the following materials:
 - **Visa Application Form** (Labo will send you a form to fill out)
 - **Detailed Independent Study Proposal**
 - **Copy of Passport** which is valid through your term as an Intern
 - **Any other documents/information** that is necessary to obtain visa (Labo will inform you if such documents/information is needed)

Please address all questions to

LABO INTERNATIONAL EXCHANGE FOUNDATION

P.O. Box 2996

Sacramento, CA 95812

Phone/Fax: 916-400-4041

Web: www.labo-exchange.com

Email: labointl@aol.com

LABO INTERN APPLICATION

Items to be submitted:

- _____ **Intern Application** signed by applicant, parent/legal guardian, & exchange coordinator
- _____ **Independent Study Project** – Preliminary Ideas form
- _____ **LABO Intern Essay** on “Why I Want to be a LABO Intern”
- _____ **Medical Form** signed by parent/legal guardian
- _____ **Confidential Exchange Participant Reference forms** To be completed by two people – not relatives – to fill out and send directly to the Labo office in Sacramento. Please provide an addressed, pre-stamped envelope for their convenience.
- _____ **Two Letters of Recommendation** signed and in sealed envelope
- _____ **Four passport size photos** attach one to application
- _____ **A casual photo of you**
- _____ **An Official College Transcript** If enrolled in college for less than one year, please send high school transcript.

Intern Program Application

PARTICIPANT

Full Name _____ Name you _____
first middle last prefer to be called

Address _____ Sex _____ Age _____
Street/Box F/M As of June 15

_____ Date of Birth _____
City State/Province Zip/Postal code Month/Day/Year

Current Address (if different) _____ Valid until _____
Street/Box

_____ City State/Province Zip/Postal code

Phone (_____) _____ Email _____
Area Code Please Print Neatly

Cell (_____) _____ Parent's Email _____
Area Code Please Print Neatly

Fax (_____) _____

Emergency Contact _____ Phone (_____) _____

Relationship _____

FAMILY INFORMATION

Mother's Name _____ Occupation _____

Home Address _____ Home Phone _____

Work Address _____ Work Phone _____

Father's Name _____ Occupation _____

Home Address _____ Home Phone _____

Work Address _____ Work Phone _____

Name and Age of Sister(s) _____

Name and Age of Brother(s) _____

EDUCATION

High School name _____ Month/Year of graduation _____

College/University name _____ Month/Year of graduation _____

Major field of study _____ Minor field of study _____

Current year in school _____

HOBBIES AND INTERESTS

What are your hobbies and interests? _____

Year in School _____ Favorite Subjects _____

LANGUAGE ABILITY

(other than English): please indicate **Excellent**, **Good**, **Fair**, or **Poor**

Language	Reading	Writing	Speaking	Comprehension	Yrs Studied	High School/University

While in Japan, are you willing to study the Japanese language seriously? Yes No

INTERNATIONAL TRAVEL AND HOSTING EXPERIENCE (Other than Labo)

Country	Length of Stay	Dates/Year	Purpose (tourist, student, etc)

How Would You Handle the FOLLOWING SITUATIONS? (Use the back for more space.)

You are on your way to a Labo Party. Your train departs in five minutes but you are lost in the busy station.

Your host mother, who is a Labo Tutor, frequently asks you to go to her Labo Parties during your free time. You are tired and need time for yourself.

Being a Labo Intern is not what you expected. You want your year to be over, but it has only been four months since you arrived. You want to go home. _____

Outline Your Experience WORKING WITH CHILDREN

Activity/Organization	Ages of Children	Your Role

LEADERSHIP AND RELATED EXPERIENCES

Include major involvement in clubs, church, school, community, other.

Activity/Organization	Years Involved	Your Role

What are your long-term goals? (career and/or personal) _____

Use this space to describe your **INTERESTS AND HOBBIES** or any other pertinent information we should know about you.

PREVIOUS EXPERIENCE WITH LABO

LABO Member(s) Hosted:

Year _____ Name _____

Year _____ Name _____

Year of travel to Japan on the LABO Homestay program: _____

Name and Address of your Japanese host family: _____

What did you enjoy **most** about LABO party activities? _____

What did you enjoy **least** about LABO party activities? _____

What were your impressions of LABO camp? _____

I certify that all information on this application is true and complete to the best of my knowledge. I understand the purposes and objectives of the LABO Intern Program and agree to participate within the framework of the program should I be accepted.

Applicant's Signature

Month/Day/Year

Parent/Legal Guardian's Signature

Month/Day/Year

Exchange Coordinator's Signature

Month/Day/Year

MEDICAL FORM

参加者名 (ローマ字)

生年月

Participant's Name: _____ Date of Birth: _____
 Month/Day/Year

I hereby authorize the representatives of the Labo International Exchange Foundation, the Labo Teaching Information Center, and the families assigned as my hosts, to make arrangements for my welfare, including transportation in the event of an emergency, and for whatever emergency medical care may be deemed necessary for my welfare (should I be incapacitated to make my own decision), while participating in the Labo Intern Program.

Signature: 署名

Date: (Month/Day/Year) 日付

In case of emergency notify: Name _____

Telephone: _____

緊急連絡先

名前

電話

Relationship to participant: _____

参加者との関係

1. Inoculation History

Vaccine 予防接種	Number 回数	Date of injection 接種した年月日	Vaccinated by/at 接種した施設	Contracted or not? かかった有無	Date contracted (M/D/Y) かかった年月日
Measles はしか	1st			Yes / No	
	2nd				
Rubella 風疹	1st			Yes / No	
	2nd				
Chickenpox 水ぼうそう				Yes / No	
Polio (OPV) 小児麻痺	1st			Yes / No	
	2nd				
	3rd				
	4th				
DPT (三種混合) Diphtheria ジフテリア Pertussis 百日咳 Tetanus 破傷風	1st			Yes / No	
	2nd				
	3rd				
	4th				
	5th				
Tuberculosis ツベルクリン反応の検査	Yes No				
Vaccine type for TB (BCG 接種の有無)	Yes No				
Hepatitis B B型肝炎	1st				
	2nd				
	3rd				
Others その他					

2. Are you subject to any of the following? If YES, please explain condition and/or frequency.

下記の病気や症状がありますか？

Condition/Frequency 症状/
頻度Asthma/Respiratory Problems 喘息 / 呼吸器系障害 Yes No _____Diabetes/Hypoglycemia 糖尿病 / 低血糖症 Yes No _____Heart Trouble 心臓疾患 Yes No _____Lung Trouble 肺疾患 Yes No _____Fainting Spells 失神 Yes No _____Convulsions けいれん発作 Yes No _____Epilepsy てんかん Yes No _____Skin Disease 皮膚疾患 Yes No _____Kidney/Gall Bladder/Liver Disease Yes No _____

腎臓 / たんのう / 肝臓疾患

Muscular/Skeletal Problem 筋肉/骨格の障害 Yes No _____Emotional or Mental Disorder 情緒/精神的な障害 Yes No _____Stomach/Intestinal Problem 胃腸障害 Yes No _____

Any Other Disorder (Please list and explain) その他の疾患及び障害

3. Do you have any allergies or reactions to drugs or non-drug items?

アレルギー、薬品の副作用について

• **Medicines:** 薬品に関するアレルギーPenicillin or Related Drugs: (ペニシリン系薬品) Yes No Aminopyrine or Sulpyrine Type Drug: (ピリン系薬品) Yes No

Others: その他の薬品: _____

• **Non-Drug Items:** 薬品以外のアレルギーBees Pollen Dogs Cats Small Animals

蜂 花粉 犬の毛 ネコの毛 小動物の毛

Food 食品: _____

4. Does you have difficulties with any of the following?

下記の障害や、健康上注意を要する点がありますか？あれば、注意書きも書き添えて下さい。

Eyes (視力等、目の障害) Yes No _____Uses Contact Lenses (コンタクトレンズ使用) Yes No _____

- Ears (聴力等、耳の障害) Yes No _____
- Nose (鼻の障害) Yes No _____
- Throat (咽喉障害) Yes No _____
- Digestion (消化障害) Yes No _____
- Sleepwalking (夢遊病) Yes No _____
- Bed-Wetting (夜尿症) Yes No _____
- Menstrual Problems (生理障害) Yes No _____
- Any other medical difficulties: (Please list) _____
その他の障害

- Any surgical operations, accidents, or injuries, which required hospitalization in the past?
Yes No Explain: _____
過去に手術、事故、怪我などで入院したことがありますか。あれば病名、症状をお知らせ下さい。
- Any recent exposure to a contagious disease?
Yes No Explain: _____
最近感染症にかかりましたか。あれば病名、症状をお知らせください。
- If you are carrying medicines/prescriptions, fill in the following. Put "P" for prescriptions.
携帯する薬をお知らせ下さい。(医師から処方されたものには'P'と書き添えてください)

Name of medicine 薬品名	For what illness/symptoms 病名・症状	Dosage/Times taken 服用量・回数
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Are there any physical activities that you are restricted from doing? If YES, please list.
Yes No If so, what kind? _____
健康上制限されている行動がありますか。ある場合お知らせ下さい。
- Any additional information Labo and your host families should be aware of?
Yes No Explain: _____
ラボやホストが知っておいた方がよい健康上の問題がありますか？
- Are you currently under a doctor's care?
Yes No Explain: _____
現在通院していますか。いる場合、何の症状で通院されているかお知らせください。

I certify that all medical information has been included and that the above information is complete and accurate: 記載した情報に相違ありません。

Signature 署名

Date 日付

INDEPENDENT STUDY PROJECT

Preliminary Ideas

An important part of your year in Japan will be your Independent Study Project. This project can be on any subject of your choosing related to traditional Japanese culture. Labo will set aside time for you to work on your project, and there is some funding available to help you with your project expenses. Interns may also receive University credit for their Independent Study Project (please discuss this with your University advisor).

Some ideas for your Study Project include (but are not limited to):

Flower Arrangement	Tea Ceremony
Japanese Doll Making	Kimono
Washi Paper Making	Calligraphy
Ukiyoe (woodblock) Printing	Taiko Drum
Nihon Buyo Dancing	Bonsai
Kabuki Drama	Sumo

In the following space, please write down the tentative topic of your Independent Study Project. If you are selected as a finalist of the Intern Program, you will be required to submit a more detailed proposal of your course of study in Japan. Labo will be happy to work with you to develop this proposal.

Name _____

Independent Study Project (tentative):

INTERN ESSAY

Please write a one-page essay on **“Why I want to be a Labo Intern”**

Confidential Reference

Please return this form to:

Labo International Exchange
P.O. Box 2996
Sacramento, CA 95812
phone/fax: 916-400-4041

Applicant's Name: _____

The individual named above has applied for participation in the Labo In-Japan Summer Homestay Program (1 or 2 months in Japan). Your thoughtful evaluation of the applicant's ability to assume this role will be appreciated. You may write a letter if you prefer. Please send the completed form (or letter) and any other materials to the Exchange Coordinator listed in the upper right-hand corner. Please use the back of this page for additional comments. All information is confidential. *Thank you for providing this reference*

Interpersonal Relations: As you observe this applicant in relation to other people, is he/she usually:

Comments

- Cooperative Yes No
- Accepts Authority Yes No
- Respectful Yes No
- Outgoing Yes No
- Positive Attitude Yes No
- Flexible Yes No

How does the applicant react to:

Physical discomfort: _____

Stress/Pressure: _____

Sudden changes in schedule: _____

Awkward and embarrassing situations: _____

In comparison with others, how would you rate the applicant in the following areas:

	Below Average	Average	Above Average	Top 10%
Emotional maturity	()	()	()	()
Leadership	()	()	()	()
Enthusiasm/Energy	()	()	()	()
Self-Confidence	()	()	()	()
Sense of Humor	()	()	()	()
Handling Emergencies	()	()	()	()

How long have you known this applicant? _____

Do you recommend this applicant for participation? Yes No

Signature _____ Date _____

Title _____ Telephone (____) _____

Connection to Applicant _____

Confidential Reference

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