



Application

I. Personal Information

First Name: _____ Middle Name: _____ Last Name: _____
 Cell Phone: _____ Email Address: _____
 Local Address: _____ City, State, Zip: _____
 Permanent Address: _____ City, State, Zip: _____
 Mother's Name: _____ Email Address: _____
 Father's Name: _____ Email Address: _____
 Emergency Contact: _____ Relationship: _____
 Emergency Contact Work Phone: _____ Emergency Contact Cell Phone: _____
 Emergency Contact Home Phone: _____
 Country of Citizenship: _____ Country of Birth: _____
 Social Security Number: _____ Immigration Status/Visa Type: _____
 Date of Birth: _____ Gender: _____

II. Academic Information

College/University: _____ Major: _____
 Current status: Sophomore Junior Senior Graduate Student
 Status at the time of The Ladder Program: Junior Senior Graduate Student
 Projected Graduation Date: _____ Overall GPA: _____ GPA in Major: _____
 Have you ever been cited for Academic misconduct or Disciplinary action? If yes, please describe. _____

 Have you received any honors or awards? _____

Please attach an unofficial transcript from your college or university.

III. Housing Information

All The Ladder Program students are required to live at Oakwood – Toluca Hills in the fully furnished two bedroom apartments. There will be four students in each apartment with two in each bedroom. If you would like to share a room with a particular The Ladder Program student, please list their names below. All efforts will be made to accommodate roommate requests, though there is no guarantee of apartment assignments.

Name _____
 Name _____
 Name _____



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IV. Essay Questions

On a separate sheet of paper or sheets of paper, please answer the questions below.

The internship specific questions provide a starting point from which to begin the internship search. You will be responsible for finding your own internship, however through these responses and extensive follow up meetings and conversations with the Executive Director, the internship search will be refined, supported and facilitated by the many resources available to The Ladder Program students. It is all right if you do not have specific answers for questions 5 – 7. Do your best to answer them.

1. Why do you want to participate in The Ladder Program?
2. What qualities do you have that will make you a successful participant?
3. What do you hope to learn through interning in Los Angeles?
4. What experience, if any, do you have in the entertainment industry? Please include relevant coursework and work experience, both paid and unpaid.
5. What type of *entertainment career* are you interested in pursuing?
6. What type of *internship* would you like to pursue?
7. What companies would you like to pursue in your internship search?

V. Resume

On a separate sheet of paper, please put together a work and experience resume. This resume should include employment history (both paid and non-paid!) in addition to skills that you have, activities in which you participate and honors you have received. Resume should be one page with 1 inch margins and at least a 9 point font.

VI. Travel Information

Students must have a car to participate in The Ladder Program. A student may drive their own car from Utah or rent a car in Los Angeles. Travel to, from and within Los Angeles is the responsibility of each student.

Please select the appropriate option from below:

- I will be driving my own car to Los Angeles and using it while I am interning in Los Angeles.
 - I will be flying into Los Angeles and renting a car for the 13 weeks I am interning in Los Angeles.
 - Other _____
-
-

VII. Application Deposit

An application deposit of \$500 must be included with the application, made payable to Dept of Communication.

\$500 Application Deposit is fully refundable for students *not accepted* into The Ladder Program.

Up to July 1, \$500 Application Deposit is fully refundable for students *accepted* into The Ladder Program.

After July 1, the \$500 Application Deposit is considered part of the Program Fee.

Up to July 15, The Program Fee is 50% refundable.

After July 15, there is no refund.



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VIII. Letters of Recommendation

Each student must provide two Letters of Recommendation. Pages 4 through 6 are the Letters of Recommendation that must be filled out by 1) a professor or instructor and 2) an employer. If your GPA is between 2.5 and 2.99, the third Letter of Recommendation must be filled out by a professor or instructor. We recommend that you collect the completed Letters of Recommendation from your employer and professor(s) and send them along with your completed application. Do not remove the Letters of Recommendation from their signed and sealed envelopes.

IX. Information Release

Below is a statement that must be signed by you and a parent/guardian if you are under eighteen years old. Please read the options carefully. Indicate the information that you grant The Ladder Program to release to other program participants or to use in future publications.

I hereby grant The Ladder Program permission to release the information checked below concerning my participation in The Ladder Program. The information indicated below may be released to other participants in the program, may be released to future applicants and/or program participants and/or be used in future publications.

- ALL OF THE FOLLOWING
- Local Address, Telephone Number (in Los Angeles)
- Permanent Address, Telephone Number
- Email Address(es)
- College/University
- Major Area of Study
- Internship Placement Information
- Photos taken of me while participating in The Ladder Program

May we send your parents/guardians information about your participation or discuss with your parents/guardians your participation in The Ladder Program? Yes No

Student Name: _____ Name of Parent/Guardian: _____

Signature: _____ Signature: _____
(signature necessary if student is under 18 years old)

Date: _____ Date: _____

X. Acknowledgement

I confirm that all of the information I am submitting as part of this application is accurate and true to the best of my knowledge. I am aware that falsification of any information contained herein will result in my application being denied.

Student Name: _____

Signature: _____

Date: _____



Letter of Recommendation from a Professor or Instructor

To be completed by the **STUDENT**

Student's Name: _____ Cell Phone: _____ Email Address: _____

Select one of the following and then sign directly below.

I hereby waive and relinquish any right of access to this confidential letter of recommendation.

I hereby retain my right of access to this confidential letter of recommendation.

Date: _____ Signed: _____

To be completed by the **PROFESSOR**

The Ladder Program is a Los Angeles based intensive internship experience that combines working in the real world of entertainment with an academic framework. It is offered during the Fall Semester for 13 weeks. Due to the nature of this program, we are looking for mature, self-motivated and high caliber students with a strong interest in the entertainment industry.

How long have you know the applicant? _____

In what capacity? _____

How do you think the applicant will handle themselves in an unfamiliar city?

- Extremely well Very well All right I am not sure Not well

How do you think the applicant will handle a stressful environment?

- Extremely well Very well All right I am not sure Not well

How do you think the applicant will handle themselves in a professional environment?

- Extremely well Very well All right I am not sure Not well

How do you think the applicant deals with other students?

- Extremely well Very well All right I am not sure Not well

How well does the applicant communicate?

Orally: Extremely well Very well All right I am not sure Not well

Writing: Extremely well Very well All right I am not sure Not well

How interested do you think the applicant is in a career in entertainment?

- Extremely interested Very interested Somewhat interested I am not sure Not interested

What is your overall recommendation of this applicant?

- Extremely strong Very strong Average Below Average

On the back of this page or on an additional sheet of paper, please describe why you recommend this applicant to The Ladder Program. Please mention the characteristics & abilities that you feel make this student a successful candidate for this unique program.

Please seal all pages into an envelope and sign along the back of the envelope. Either mail directly or return to the applicant to include in their application package. Thank you for taking the time to evaluate one of your students for The Ladder Program.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Contact Phone Number/Email: _____



Letter of Recommendation from an Employer

To be completed by the **STUDENT**

Student's Name: _____ Cell Phone: _____ Email Address: _____

Select one of the following and then sign directly below.

- I hereby waive and relinquish any right of access to this confidential letter of recommendation.
- I hereby retain my right of access to this confidential letter of recommendation.

Date: _____ Signed: _____

To be completed by the **EMPLOYER**

The Ladder Program is a Los Angeles based intensive internship experience that combines working in the real world of entertainment with an academic framework. It is offered during the Fall Semester for 13 weeks. Due to the nature of this program, we are looking for mature, self-motivated and high caliber students with a strong interest in the entertainment industry.

How long have you know the applicant? _____

In what capacity? _____

How do you think the applicant will handle themselves in an unfamiliar city?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant will handle a stressful environment?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant will handle themselves in a professional environment?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant deals with other students?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How well does the applicant communicate?

- Orally: Extremely well Very well All right I am not sure Not well
- Writing: Extremely well Very well All right I am not sure Not well

How interested do you think the applicant is in a career in entertainment?

- Extremely interested
- Very interested
- Somewhat interested
- I am not sure
- Not interested

What is your overall recommendation of this applicant?

- Extremely strong
- Very strong
- Average
- Below Average

On the back of this page or on an additional sheet of paper, please describe why you recommend this applicant to The Ladder Program. Please mention the characteristics & abilities that you feel make this student a successful candidate for this unique program.

Please seal all pages into an envelope and sign along the back of the envelope. Either mail directly or return to the applicant to include in their application package. Thank you for taking the time to evaluate one of your employees for The Ladder Program.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Contact Phone Number/Email: _____



Letter of Recommendation from a Professor or Instructor for 2.5 – 2.99 GPA applicants

To be completed by the **STUDENT**

Student's Name: _____ Cell Phone: _____ Email Address: _____

Select one of the following and then sign directly below.

- I hereby waive and relinquish any right of access to this confidential letter of recommendation.
- I hereby retain my right of access to this confidential letter of recommendation.

Date: _____ Signed: _____

To be completed by the **PROFESSOR**

The Ladder Program is a Los Angeles based intensive internship experience that combines working in the real world of entertainment with an academic framework. It is offered during the Fall Semester for 13 weeks. Due to the nature of this program, we are looking for mature, self-motivated and high caliber students with a strong interest in the entertainment industry who have a GPA of 3.0 or higher. Applicants with a 2.5 – 2.99 GPA may apply, but must include this third letter of recommendation from a professor or instructor.

How long have you know the applicant? _____

In what capacity? _____

How do you think the applicant will handle themselves in an unfamiliar city?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant will handle a stressful environment?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant will handle themselves in a professional environment?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How do you think the applicant deals with other students?

- Extremely well
- Very well
- All right
- I am not sure
- Not well

How well does the applicant communicate?

- Orally: Extremely well Very well All right I am not sure Not well

- Writing: Extremely well Very well All right I am not sure Not well

How interested do you think the applicant is in a career in entertainment?

- Extremely interested
- Very interested
- Somewhat interested
- I am not sure
- Not interested

What is your overall recommendation of this applicant?

- Extremely strong
- Very strong
- Average
- Below Average

On the back of this page or on an additional sheet of paper, please describe why you recommend this applicant to The Ladder Program. Please mention the characteristics & abilities that you feel make this student a successful candidate for this unique program.

Please seal all pages into an envelope and sign along the back of the envelope. Either mail directly or return to the applicant to include in their application package. Thank you for taking the time to evaluate one of your students for The Ladder Program.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Contact Phone Number/Email: _____



Application Check List

Please check off each item to ensure that you have completed the application before sending it to The Ladder Program.

- Application (3 pages)
 - Personal Information
 - Academic Information
 - Housing Information
 - Travel Information
 - Information Release
 - Acknowledgement
- Essay Responses
- Resume
- Unofficial Transcript from current college or university
- Application Deposit made payable to the Dept of Communication
- Letters of Recommendation
 - Professor/Instructor Recommendation
 - Employer Recommendation
 - Third Letter of Recommendation for 2.5 – 2.99 GPA applicants

Mail completed applications to:
The Ladder Program
3914 Jameson Place
Calabasas, CA 91302

Deadlines: Completed applications, including letters of recommendation, must be postmarked no later than **April 1st**.

For questions, please contact:
Heidi Heller Banks
Executive Director, The Ladder Program
HHB@TheLadderProgram.com
1.818.231.6768