

General Information

Below is the method that will be used to select our Morgan Stanley Girls Interns. Participants of First Tee will be selected based on paper applications and in-person interviews.

- ◆ **Morgan Stanley Girls Internship** – Female participants/alumna from First Tee - North Florida will be selected based on the process laid out below and in the following pages. The intent of the internship is provide participants the opportunity to experience the process of applying for a job, being assigned workplace roles and responsibilities, and working effectively on a team.
- ◆ **Internship Details** – Thanks to the generosity of Morgan Stanley, First Tee - North Florida has received a grant that is to be used for paid participant/alumna internships. Based on the terms of the grant, selected interns will be paid \$10 per hour and will be employed for a minimum of 100 hours. Duties may include, but are not limited to, serving as a coach/mentor at classes and camps, completing administrative work, and assisting with the planning and execution of fundraising and special events. Primary work locations include, but are not limited to, First Tee - North Florida administrative office (WGV), Brentwood Golf Course (Jacksonville), Palm Valley Golf Club (Nocatee), and Jacksonville Beach Golf Course. Work assignments may vary based on intern availability and proximity to primary work locations. The first date that a selected intern can begin employment is Monday, May 2nd, and all internships must be completed by Saturday, August 13, 2022.
- ◆ **Eligibility** - To be eligible for the Morgan Stanley Girls Internship, participants/alumna must meet each of the following requirements:
 - Must be at least 16 years old or above on or before May 2, 2022.
 - Currently classified as a high school sophomore, junior, senior, or First Tee - North Florida alumna. Alumna may apply if they have not graduated from college with a four-year degree.
 - Entered in the First Tee participant database at a minimum of Par Level at the time of application deadline.
 - Applicants must be legally eligible for employment in the United States and the state of Florida.
- ◆ **Receipt of Applications** - Applications must be sent to directly to First Tee - North Florida **via email by Wednesday, February 23, 2022 at 5:00pm** and must include:
 - ◆ **First Tee - North Florida will not follow up on missing or incomplete information.**
 - ✓ Part I: Complete and signed General and Participant Family Information (Forms A & B)
 - ✓ Part II: Application (Activities Chart)
 - ✓ Email completed applications to Ron Castillo at ron@firstteenorthflorida.org by 5:00pm on Wednesday, February 23, 2022.
- ◆ **Selection** - Following the closing date of February 23rd, a staff member will contact a limited number of qualified applicants to schedule an in-person interview at First Tee - North Florida administrative office on the morning of Saturday, February 26th. If an applicant is unable to attend an in-person interview, a virtual interview can be scheduled. All interviews, in-person or virtual, **MUST** be completed on Saturday, February 26th. **Selected interns will be offered employment on Tuesday, March 1st.**
- ◆ **Important Notes** – Selected interns must be available to attend Girls Day sponsored by Morgan Stanley on Tuesday, March 8th at The PLAYERS Championship. The event will be from 8:45am until 2:00pm and takes place in the Morgan Stanley chalet near 18 green at TPC Sawgrass. Interns will spend the day networking with female executives from Morgan Stanley while watching the Tuesday practice rounds. Food and beverages are included during the event.
- ◆ **Questions** - For questions regarding the Morgan Stanley Girls Internship, please contact Ron Castillo at First Tee - North Florida at ron@firstteenorthflorida.org or 904-810-2231.

Completed applications should be emailed to Ron Castillo at ron@firstteenorthflorida.org by 5:00pm on Wednesday, February 23, 2022.



Morgan Stanley Girls Internship Employment Application

Morgan Stanley

Part I: Form A

PARTICIPANT INFORMATION		
Name:		
Chapter: First Tee – North Florida		
Parent’s Names:		
Current home address:		
City:	State:	ZIP Code:
Participant’s cell phone number:	Parent’s cell phone number:	Home phone number:
Other phone number:		
Participant’s email:		
Parent’s email:		
Date of birth: MM/DD/YYYY	Age as of May 2, 2022:	
School grade level as of January 2022: <input type="checkbox"/> Freshman <input type="checkbox"/> Other <input type="checkbox"/> Sophomore Please Note if Other :(_____) <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Current HS Grade Point Average: ____ (based on a 4.0 scale) Current College Grade Point Average: ____ (based on a 4.0 scale)	
Gender: <input checked="" type="checkbox"/> N/A Male <input type="checkbox"/> Female		
Ethnic Background: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino/a <input type="checkbox"/> Native American or Native Alaskan <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Multi-Racial	Adult Shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL	
Years playing golf:	USGA Handicap:	

Part I: Form B

PARTICIPANT FAMILY INFORMATION		
Name (first and last) as you would like it to appear on your event identification:		
Name of Parent(s)/Guardian(s):		
Parent(s)/Guardian(s) Permanent, Legal address:		
City:	State:	ZIP Code:
Parent/Guardian(s) place of work:		Phone:
Parent/Guardian(s) occupation:		Phone:
Parent/Guardian(s) place of work:		Phone:
Parent/Guardian(s) occupation:		Phone:
Emergency Contact Name:	Relationship:	Contact phone: Other phone:
PARTICIPANT MEDICAL INFORMATION		
Is participant covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the type below:		
<input type="checkbox"/> Military <input type="checkbox"/> Medicaid		Policy number:
Insurance Company Name:		
Type of coverage (check all that apply):		
<input type="checkbox"/> Health <input type="checkbox"/> Accident <input type="checkbox"/> Major Medical		
Does participant have any physical condition or handicap that requires special medical treatment, diet or other consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Does participant have any allergies (food, drugs, stings, pollens, etc.)		
List the present medications this child takes:		
List any previous illnesses/surgery:		
I authorize First Tee – North Florida and its affiliates to provide medical treatment and other necessary medical services for my child during the entire period that he/she is a participant at First Tee – North Florida. I affirm that all of the above information is correct to the best of my knowledge.		
Parent(s)/Guardian(s) Signature :		Date:
Participant Signature:		Date:

Part II: Application/Activities Chart

	Dates From-To	Time Spent		Responsibility / Accomplishments
		Hours per Week / Month	Total Hours	
A. Extracurricular/School Activities				
B. Community/Volunteer Service				
C. Awards & Recognition				
D. Work for Pay				



**Morgan Stanley Girls Internship
Employment Application**

