



London N. Breed  
Mayor

# City and County of San Francisco Department on the Status of Women



Carol Sacco  
Acting Director

## Department Fellowship Program Application

### Applicant Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

*The Department on the Status of Women invites you to provide personal demographic information to help fulfill our efforts to achieve a diverse and inclusive workplace. This section is voluntary, but we hope you will assist us in monitoring and assessing our progress in improving diversity and inclusion in recruiting and hiring practices.*

What is your sex/gender? \_\_\_\_\_

What is your race/ethnicity? \_\_\_\_\_

Other aspects of your diversity you want to share: \_\_\_\_\_

### School Information (for current students)

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Academic Major \_\_\_\_\_

Graduation Year \_\_\_\_\_

Internship Contact \_\_\_\_\_

Contact Phone/Email \_\_\_\_\_

Will you be seeking academic credit for this internship?  Yes  No

### Program Information

- Program you are applying for:  School-Year Program for undergraduates, recent graduates & graduate students  
  
(Not Available in 2020)  Summer Program for undergraduate & recent graduates

Updated July 2020

2. Preferred beginning and ending dates of fellowship: \_\_\_\_\_
3. Preferred number of hours per week at fellowship: \_\_\_\_\_
4. Preferred fellowship schedule within normal business hours on weekdays (days/hours): \_\_\_\_\_
5. For the duration of the fellowship, will you also be: \_\_\_\_\_  
 Attending School  Working  Other

**Application Procedures**

1. Complete this form.
2. Assemble a resume and cover letter that addresses the following:
  - Reason for interest in the Department on the Status of Women and preferred policy area;
  - Experience relevant to gender equity, racial, economic, and social justice, violence prevention and criminal justice, children and families, or public health;
  - Experience with data collection, analysis, research, and writing;
  - Experience working with diverse communities and stakeholders;
  - Administrative experience, communication, and organizational skills; and
  - Ability to work independently and collaborate in a remote work environment.
  - Specific skills, knowledge or experience you hope to gain from an internship with the Department on the Status of Women
3. Compile a complete application, including this form, a resume, and a cover letter, and submit by the application deadline via email to [DOSW@sfgov.org](mailto:DOSW@sfgov.org), with "Public Policy Fellowship [First and Last Name]" on the subject line.

**Application Deadlines**

**\*\*Please note: all positions will remain open until filled. Application deadlines and notification dates are subject to change\*\***