







# **Frequently Asked Questions**

#### What is the EXCEL program?

EXCEL – Excellence Through Community Engagement & Learning – is a work-based learning program that uses both classroom and on-the-job training to prepare participants for career path jobs in the healthcare sector.

## When does the EXCEL training begin?

The EXCEL training class will begin on approximately October 31, 2016 and continue through approximately January 27, 2017.

## How do I know if I am eligible for JobsNOW!?

Individuals receiving CalWORKS and PAES (Personal Assisted Employment Services) and current or former foster youth (ages 18-24 only) are eligible for the JobsNow! Wage Subsidy Program. This eligibility will be verified by the City and County of San Francisco's Human Services Agency.

## What is the application deadline?

Applications must be submitted by 5:00 pm on Friday, September 23, 2016. No exceptions will be made for late submissions.

#### What if I have a criminal background?

All applicants will be asked to complete a General Conviction Statement disclosing any past criminal history. Applications will be considered on an individual basis.

#### Is the training paid?

The classroom skills training portion of EXCEL is not paid. Interns will earn \$18.23/hr during the internship.

#### When will the internships begin and end?

Internships will begin on/around the week of January 31, 2017. Internships will end approximately during the last week of May 2017.

## How many hours a week will I be interning?

Interns will work 32 hours per week on a Monday through Thursday basis.

#### What are the internship working hours?

The interns' host department will determine the daily work schedule. Interns typically must be available to work between the hours of 8:00 am and 5:00 pm.

## Are the Friday trainings during the internship period mandatory?

Yes, all Friday trainings are mandatory for the duration of the internship period.

## Will I be paid for the Friday trainings?

Friday trainings during the internship period are unpaid.

#### Will I be guaranteed a job after the internship ends?

We can never guarantee that an intern will be retained by their host department once the internship ends. All graduates will have the opportunity to remain with UCSF's Temporary Employment Program in order to receive placement assistance within another UCSF department.

# How do I apply?

Online applications can be submitted by visiting the following link: http://bit.ly/1Wda6ux