

Leslie Y. Leal

Objective To seek an unpaid internship of "on the job training" in regard to Office Administration.

Education South Texas ISD Business Education Technology Academy (BETA)

- '2015 Collage Prep Graduate GPA 3.0

- Business Track

✓ **Track Course Completed**

- Principles of Business
- Accounting I
- Business Management
- Banking and Finance

Current Track Courses

- Basic Chinese
- Business Law
- Business Internship Practicum

Unpaid Experience **Mariscos La Anacua (Monterrey N.L. Mexico)**

- Restaurant (Family Business)
- Organized Accounts Payable • Dated Merchandise orders
- Communicated with representative of the Fishing industry vendors
- Placed Food orders with Vendors
- Supervised and over saw Waiters/ Waitresses staff

Alta's Palmas Park Events: Donna, Texas

- Participated in Community Events / selling food items in a booth
- Administrated and count of sales • Marketed for consumers to attend the booth

McAllen Business Expo

- Promoted South Texas BETA with individuals of the community
- Communicated with Business individuals
- Assisted teacher – sponsors in organizing student attendees

Achievements

- Placed 3rd place in Regionals (BPA)-**Presentation Management** January '2013

Interest/Activities

- Member of the BETA Spanish Club
- Member of *Business Professionals of America*

Skills

- Verbal Communication
- Bilingual
 - Spanish - Reader and Writer
- Office Skills
- Basic Accounting
 - Calculated Restaurants Sells
 - Experience for seeking daily and weekly profit

References Aaron Garza , Banking and Finance & Business Management Instructor
aaron.garza@stisd.net
Mary Pat Strong, Accounting I Instructor
marypat.strong@stisd.net

APPLICATION FOR: South Texas ISD

UNPAID Internship Spring Semester 2015

COUNTY OF HIDALGO

An Equal Opportunity Employer

Application for Employment

"Business Education Technology Academy"

INSTRUCTIONS: ALL APPLICATIONS FOR EMPLOYMENT MUST BE MADE ON THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR OR DISCHARGE FROM EMPLOYMENT, OR DISCHARGED FROM FUTURE EMPLOYMENT WITH THIS DEPARTMENT.

No action will be taken on this application until you have answered all questions. We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT IN BLACK INK OR TYPE RESPONSE

1. Position you are applying for: Clerk-Assistant Department: Purchasing Location: #TAV Office 281 / Canton Rd. Edinburg, TX

Lowest acceptable salary: NO SALARY per UNPAID Internship

2. Name: Leal (Last) Leslie (First) Yamilex (Middle)

3. Address: [REDACTED] (Number) [REDACTED] (Street or P.O. Box) Alamo TX 78516 (City & State) [REDACTED] (Zip)

4. Home Telephone: _____ Cell / Other No: [REDACTED]

5. Social Security No: [REDACTED]

6. When will you be available to start work? JANUARY 20 - According to STISD Calendar

7. Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age) YES

8. Are you able to provide required proof of your eligibility to work in the U. S.? YES

9. Check all types of work you would accept: By: BUS TRANSPORTATION

_____ Full-Time (AM) 9-11 am _____ Day Work _____ Shift

X Temporary _____ Part-Time _____ Night Work _____ Weekend-Shift

Internship 2 DAYS PER WEEK Weds. / Friday Tues / Thursday

To Graduate Summer 2016

10. EDUCATION: Are you a High School graduate? Yes _____ No _____
Do you have a G.E.D. certificate? Yes _____ No _____

Name of high school: South Texas BETA

Location: 510 S. Sugar Rd Edinburg TX 78539

School(s) attended other than high school	Location	Courses Major/Study	Credit Completed	Degree or Certificate Received

11. Other training you received (for example: special courses, work-training programs, armed forces training). Please estimate the number of training hours.

12. May inquires be made of your present employer regarding your character, qualifications, and record of employment?

Yes or No (not working)

13. Special qualifications/skills: List qualifications/skills you possess which are required for the job for which you are applying, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or job related training.

Basic Accounting, Filing, Organizing, Telephone Receptionist,
Keep Agendas, Deliver Messages

DRIVING JOBS ONLY: Do you have a valid driver's license? _____ Yes _____ No

Driver's license #: _____ Class of license: _____

Has it been suspended or revoked in the last five (5) years? _____ Yes _____ No

If yes, give details. _____

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Business Trade Student: Courses Taken: Business Law,
Internship Business, Personal Finance: Courses completed:
Banking + Finance, Accounting I,
Management

Circle Yes or No for questions 15-19.

***** If you answer any of the following items "yes", explain on Item #20. *****

15. Have you been fired or asked to resign from a job within the last five (5) years?
YES NO
16. Have you ever been convicted of or plead guilty/no contest to a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations) A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.
YES NO
17. Have you ever been discharged from the Armed Forces under other than honorable conditions?
YES NO
18. Are you working or have you ever worked for Hidalgo County?
YES NO
19. Do you or your spouse have any relatives working for or holding office in the county government? County policy prohibits or limits hiring of relatives of county employees in certain circumstances.
YES NO
20. Remarks or additional information. Please explain any "Yes" responses.

Certification: I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge. I understand false information may disqualify me from further consideration for employment.

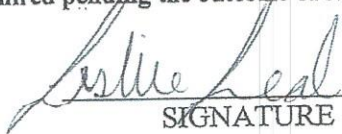
No questions on this application are intended to secure information to be used for discriminatory purpose, as the County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, or any other legally protected status.

I give my permission to the County to contact any of my former employers or references shown above to verify the information I have given. I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness. I release such persons and entities from legal liability.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that I may be required to successfully pass a drug screening exam. I consent to a pre and/or post employment drug screen as a condition of employment.

I certify that I do not have any detectable amounts of prohibited substances in my system. I understand that if my drug and alcohol screen turns out positive for a prohibited substance, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination.


SIGNATURE OF APPLICANT

01-13-15
DATE

14. **WORK HISTORY:** Begin with your present or most recent job and list every employment. Attach extra pages if needed. Account for part time employment, temporary or seasonal employment, self-employment, military service or unemployment.

[Dates] From _____ to _____ Employer: _____
Employer's address: _____
Telephone #: _____ Job Title: _____
Salary: _____ Duties/responsibilities: _____

Reprimands, suspensions: _____
Supervisor: _____ Co-worker: _____
Reason for leaving: _____

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