Randall L. Woodfin, Mayor

"Putting People First"

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CITY OF BIRMINGHAM MAYOR'S OFFICE DIVISION OF YOUTH SERVICES YOUTH \$4 FIRST





Galvin K. Billups, Executive Director 1608 7th Ave. North Birmingham, AL 35203 P: 205-320-0879 F: 205-297-8139 www.bhamyouthfirst.org

Randall L. Woodfin, *Mayor*

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City of Birmingham Mayor's Office Division of Youth Services 2019 FOX6 K1DS&JOBS

Summer Executive & Explorer Internship (SEI) Program

PROGRAM OVERVIEW

The SEI Component of Kids & Jobs consists of an Executive Program and an Explorer Program. The **Executive Program** provides students from 16 to 21 years of age with a unique opportunity to establish a foundation for their career path. The **Explorer Program** provides students from 16 to 21 years of age with an introduction to the workforce and a chance to explore one of the various professions offered. Prior to placement in either program, the Division of Youth Services provides job training to help program participants sharpen their professional skills. The benefits of the SEI Program are unlimited. Students who qualify for the program are provided with valuable work experience and companies gain much needed summer help.

CRITERIA

	EXPLORER PROGRAM	EXECUTIVE PROGRAM
Participant Age	16 – 21 years old	16 – 21 years old
Internship Type	An introduction to the workforce and a chance to explore one of the pre-identified sites	A unique opportunity to establish a foundation for your desired career path
	Completed Explorer Program Application	Completed Executive Program Application
	Official transcript verifying a 2.5 GPA	Official transcript verifying a 3.0 GPA
	A current resume	A current resume
Participation Criteria	Two completed recommendation forms	Two completed recommendation forms • School Official • Verification of Community Service or Extracurricular Activities
	Applicants will have to complete an interview with DYS	Applicants will have to complete an interview with DYS

Executive Program and Explorer Program applicants must live in the City of Birmingham and be between 16 and 21 years of age. Applicants must meet specified GPA requirements.

APPLICATION PROCESS

Applications are available on-line at www.bhamyouthfirst.org and www.wbrc.com. Applications will be accepted at the DYS office located at 1608 7th Avenue North in downtown Birmingham, March 4 - April 5, 2019, Monday - Friday from 9:00am - 5:00pm. The deadline to return application packets to DYS is 5:00pm on April 5, 2019.

FOR MORE INFORMATION

For more information, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

SEI (EXECUTIVE & EXPLORER) PROGRAM Checklist

Application packets for the 2019 Kids & Jobs SEI Program should be hand-delivered to the Mayor's Office Division of Youth Services' office located at 1608 7th Avenue North, in downtown Birmingham. The deadline to submit application packets is 5:00 pm on Friday, April 5, 2019.

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Completed Application
Career Exploration Questionnaire
Current Resume (Sample Resume is included with instructions)
Current / Most Recent Official Transcript verifying a 3.0 GPA for Executive Program and a 2.5 GPA for Explorer Program
Two (2) Recommendation Forms: One from a school representative (i.e., teacher, counselor, or administrator)
 One from a representative in your community (i.e., neighborhood officer, church pastor, civic leader, etc.)

■ Digital Questionnaire

Only <u>completed</u> application packets will be accepted for consideration. If you have questions about the information required for the 2019 Kids & Jobs Executive and/or the Explorers Program, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

Emailed or faxed applications will **NOT** be accepted.

Mailed copies must **reach** DYS by April 5, 2019, **NOT** postmarked.





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City of Birmingham Mayor's Office Division of Youth Services 2019 FOX6 K1DS&JOBS

EXECUTIVE & EXPLORER Internship Application

I am applying for:

EXPLORER	(2.5 GPA)
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☐ EXECUTIVE (3.0 GPA OR HIGHER)

[PLEASE TYPE OR PRINT]		Submission Date) :
Name:			
Name:(First)	(Middle)		(Last)
Date of Birth:	Age:	Gender:	
(Month/Day/Year)			
Street Address:			
City/State/Zip:			
Phone#:		Alternate Phone#:	
E-Mail Address:		+	
In case of an emergency conta	ct:	Phone#:	
EDUCATION			
SCHOOL NAME	SCHOOL ADDRESS (INCLUDING CITY, STATE & ZIP CODE)	CURRENT GRADE POINT AVERAGE (GPA) (cumulative)	LAST GRADE COMPLETED OR LAST YEAR IN COLLEGE
(HIGH SCHOOL NAME)			

Beyond personal preference, is there a reason why you could not or should not work with children? \Box YES \Box NO



(COLLEGE NAME)



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Internal Office Use Only
Date Received:
Received by:
Interview Date:
Interview Time:

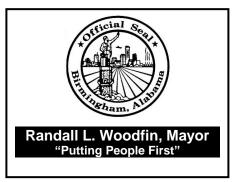




EXECUTIVE & EXPLORER Program ESSAY QUESTIONS

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placed for the 2019 Kids & Jobs Executive
CUTIVE PROGRAM APPLICANTS ONLY).
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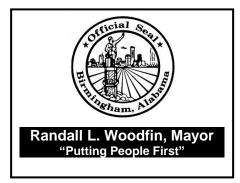


EXPLORER & EXECUTIVE Recommendation Form

Galvin K. Billups, Executive Director 1608 7th Ave. North Birmingham, AL 35203 P: 205-320-0879 / F: 205-297-8139 www.bhamyouthfirst.org

Kids & Jobs applicants should print this recommendation form and give it to a school official and community representative to complete on their behalf. Adults who receive this form should complete it and return it to the student to include in their application packet **on or before April 5, 2019**. For more information, call DYS at 205-320-0879.

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Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities					
Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities Ability to complete school work on time					
Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities					





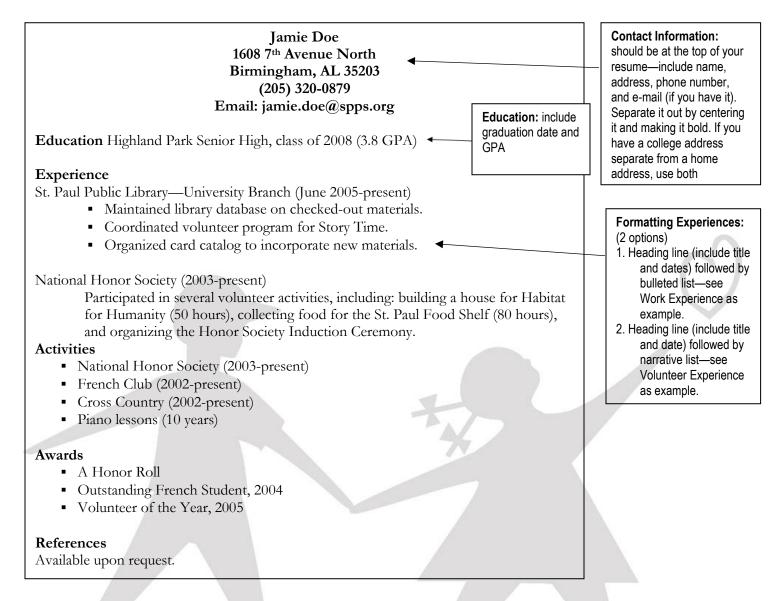
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Ability to cooperate with others			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities Ability to complete school work on time			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities Ability to complete school work on time Leadership skills			Average	Weak	Poor
Ability to cooperate with others Ability to make good decisions Ability to think critically Ability to follow directions Ability to work independently Ability to work in group related activities Ability to complete school work on time			Average	Weak	Poor

Sample Resume



Other Resume Writing Tips:

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated, assisted, planned, developed, prepared, implemented, etc.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your qualities.

General Formatting You should have 1-inch margins, 8.5 x 11 paper size, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (Times New Roman, Arial, just not cursive...) at 12-point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread!
- · Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend, parent, teacher, or mentor.
- Use resume weight paper
- Pick a light, neutral color, like white or ivory.
- Get matching envelopes and paper for cover letters if needed.





EXPLORER & EXECUTIVE Digital Questionnaire

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*Your answers WILL NOT affect your hiring, but they help us plan how to share more job opportunities with you. Please answer!

How did	you learn about the Kids and Jobs program?
	My teacher
	My school counselor
	My friend/relative
	On TV
	On radio
	Other
Which o	f the following items do you or someone else in your family have in your home? Television set
	Tablet (such as iPad, iPad Mini, Galaxy Tab, Nexus tablet, Kindle Fire, or similar product)
	Smartphone (such as iPhone, Galaxy, Nexus or other phone that connects to the Internet)
	Video game player (such as X-Box, Wii, Playstation)
	DS, Game Boy, LeapPad, or similar portable game player
	e-reader (such as Kindle or Nook)
	Desktop computer
	Desktop computer Laptop computer
	77
	you connect to the internet (check all that apply)
	On my phone - I need to use wifi
	On my phone - I have a data plan
	At school on a computer or ipad in a computer lab
	At school on a computer or ipad in my classroom
	At home on a computer connected to my home wifi
	At a friend's house, on his/her computer
	At the library on a computer
	At an after school or summer program (which one)
	Other
	en do you use the internet (go online)?
	Every day
	1-3 days per week 4 or more days per week
	4 of filore days per week
What are	e the main things you do online?
	Message friends
	Stream music or video
	Check or post to social media
	Check or send email
	Do school work
	Look for a job
	Do things related to applying for college.
	Read the news
	Play games
	Shop
	Browse the web
	Watch shows or movies
\A/bat ia	the main way you communicate with your friends?
vvnat is	the main way you communicate with your friends? Voice call (mobile)
	Video call (like FaceTime, etc) (mobile)
	SMS/Text
	Email
	Instant messaging
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Gaming sites