

## Program Overview

---

The Birmingham Promise Apprenticeship Program aims to help students develop high-demand skills through paid work experience in four industries: finance and insurance, healthcare and life sciences, energy and engineering and digital technology. The goal of the program is to develop pathways to quality jobs through hands-on learning in the workplace.

## Criteria

---

Students applying for the Birmingham Promise Apprenticeship Program must be in their senior year and attend a Birmingham City High School. Students must also live within the city limits of Birmingham.

- Birmingham City Schools High School Senior
- 2.0 Grade Point Average (GPA)
- Completed Promise Apprenticeship Application Packet
  - Application
  - Current Resume
  - Two Recommendation Forms
  - Essay with a minimum of 250 words and no more than 500

## Application Process

---

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org). Applications will be accepted at the DYS office located at 1608 7<sup>th</sup> Avenue North in downtown Birmingham, **September 23, 2019 – October 23, 2019**. Monday - Friday from 9:00am - 5:00pm.

[The deadline to return application packets to DYS is 5:00pm on October 23, 2019.](#)

## For More Information

---

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



# Birmingham Promise Apprenticeship Program Application Checklist

---

Printed application packets for the 2020 Birmingham Promise Apprenticeship Program should be hand-delivered to the Mayor's Office Division of Youth Services' office located at 1608 7<sup>th</sup> Avenue North, in downtown Birmingham. **The deadline to submit application packets is 5:00 pm on Wednesday, October 23, 2019.**

Please make sure that your application packet includes the following information:

- Completed Application**
- Essay**
- Current Resume (Sample Resume is included with instructions)**
- 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.)*

Only completed application packets will be accepted for consideration. If you have questions about the information required for the Birmingham Promise Apprenticeship 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 October 23, 2019, **NOT** postmarked.



**PUTTING PEOPLE FIRST**  
MAYOR RANDALL L. WOODFIN



**CITY OF BIRMINGHAM**  
**MAYOR'S OFFICE**  
DIVISION OF  
**YOUTH SERVICES**  
YOUTH  **FIRST**

**Randall L. Woodfin, Mayor**  
City of Birmingham Mayor's Office Division of Youth Services  
1608 7<sup>th</sup> Avenue North | Birmingham, AL 35203  
(P) 205.320.0879 | [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org)

[PLEASE TYPE OR PRINT]

Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
(Month/Day/Year)

### CONTACT

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In case of an emergency contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

How do you prefer to be contacted? \_\_\_\_\_

### EDUCATION

Are you currently a high school senior attending a Birmingham City School? \_\_\_\_\_

Which Birmingham City School's high school do you attend? \_\_\_\_\_

### TRANSPORTATION

Do you have reliable transportation? \_\_\_\_\_

If selected for the Birmingham Promise Apprenticeship, would you need assistance getting to work? \_\_\_\_\_

### PARENT/LEGAL GUARDIAN

Parent/Legal Guardian Name \_\_\_\_\_

Parent/Legal Guardian Phone Number \_\_\_\_\_

# Birmingham Promise Apprenticeship Program ESSAY QUESTIONS

---

## Questionnaire

For the Birmingham Promise Apprenticeship Program, we are looking for ambitious, hardworking individuals. In an essay, tell us about a time that you demonstrated perseverance towards a goal despite obstacles. What was the situation? What was the outcome? Also, please explain why you should be selected for the Birmingham Promise Apprenticeship Program. What do you hope to bring to the apprenticeship and gain from your participation?

*(attach additional pages, response should be a minimum of 250 - 500 words).*

---

---

---

---

---

---

---

---

**Do you have any industry certifications such as OSHA, ServSafe, Ready to Work, etc.?**

---

---

**Please indicate your career field interest using the scale below:**

Please indicate your interest in each career field with 1 being your least desirable career field and 5 being your most desirable career field.

	1	2	3	4	5
<b>Business &amp; Finance</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Information &amp; Technology</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Healthcare &amp; Life Sciences</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Energy &amp; Engineering</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Birmingham Promise Apprenticeship Program Recommendation Form

1608 7th Ave. North Birmingham, AL 35203  
P: 205-320-0879  
www.bhamyouthfirst.org

Birmingham Promise Apprenticeship applicants should print this recommendation form and give it to a school official (such as your school principal, counselor, or teacher) and community representative (such as a neighborhood officer, church pastor, or civic leader) 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 October 23, 2019**. For more information, call DYS at 205-320-0879.

**[Please Type or Print]:**

Student's Name: \_\_\_\_\_

Recommended By: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please indicate how you would rate the applicant in the areas listed below.  
Please place a check in the box that applies.***

	Excellent	Good	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					
Creativity					
Conduct					

**Additional Comments (Use the back of this form if additional space is needed):**

---



---



---

## Birmingham Promise Apprenticeship Program Recommendation Form

1608 7th Ave. North Birmingham, AL 35203  
P: 205-320-0879  
www.bhamyouthfirst.org

Birmingham Promise Apprenticeship applicants should print this recommendation form and give it to a school official (such as your school principal, counselor, or teacher) and community representative (such as a neighborhood officer, church pastor, or civic leader) 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 October 23, 2019**. For more information, call DYS at 205-320-0879.

**[Please Type or Print]:**

Student's Name: \_\_\_\_\_

Recommended By: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please indicate how you would rate the applicant in the areas listed below.  
Please place a check in the box that applies.***

	Excellent	Good	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					
Creativity					
Conduct					

**Additional Comments (Use the back of this form if additional space is needed):**

---



---



---

# Sample Resume

**Jamie Doe**  
1608 7<sup>th</sup> Avenue North  
Birmingham, AL 35203  
(205) 320-0879  
Email: jamie.doe@spps.org

**Education** Highland Park Senior High, class of 2008 (3.8 GPA)

**Education:** include graduation date and GPA

## Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

## Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

## Awards

- A Honor Roll
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

## References

Available upon request.

### Contact Information:

should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both

### Formatting Experiences:

(2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

## 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, 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.