

City of Birmingham Mayor's Office Division of Youth Services  
**2022 FOX6 KIDS&JOBS**

**Exposure Application Packet**  
**(14 & 15 Year-Old)**



**PUTTING PEOPLE FIRST**

MAYOR RANDALL L. WOODFIN

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

**FOX6**  
**Kids & Jobs**



**STUDENT WORKERS**  
**REAL WORLD, REAL RIGHTS**



Randall L. Woodfin,  
Mayor  
"Putting People First"

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CITY OF BIRMINGHAM  
MAYOR'S OFFICE  
DIVISION OF  
YOUTH SERVICES  
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STUDENT WORKERS  
REAL WORLD, REAL  
RIGHTS



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

City of Birmingham Mayor's Office Division of Youth Services

# 2022 FOX6 KIDS & JOBS

EXPOSURE (14 & 15 Year-Old)

## OVERVIEW

The Division of Youth Services partners with public and nonprofit entities of the business community to provide youth with exposure to the workforce. Kids and Jobs was created because companies are oftentimes unwilling to hire youth between 14 and 15 years of age. The Exposure component of Kids & Jobs gives deserving Birmingham young people, a chance to experience the workplace for the first time.

## CRITERIA

Youth who apply must live within the Birmingham city limits, be a current student and at least 14 years old by May 21, 2022.

## APPLICATION & INTERVIEW PROCESS

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org) and [www.wbrc.com](http://www.wbrc.com). They should be printed and brought to the interview. Interviews will be held at The Division of Youth Services Office located at 1608 7<sup>th</sup> Ave North on **May 21, 2022**. **Interviews will take place between 8:00 a.m. and 12:00 p.m. according to last name.** Applicants should arrive according to the time assigned by first letter in last name. **A-H: 8:00 a.m.- 9:15 a.m.; I-P: 9:15 a.m. -10:30 a.m.; Q-Z: 10:30 a.m. – 11:45 a.m.** Youth must be accompanied by a parent or legal guardian.

To be interviewed, youth must present the following:

1. **Completed 2022 Application** (both pages)
2. **Official Copy of Most Recent Report Card** (No printouts or progress reports)
3. **Typed Resume**
4. **Two Recommendation Forms** (Note: Forms should not be completed by a relative)
5. **Typed 250 Word Response to the Essay Question** listed on the application. (Note: The essay should be attached to your application packet.)

During the interview, potential participants will be scored in five areas: **Application, Articulation, Appearance, Attitude and Academics.**

## POST INTERVIEW NOTIFICATION

DYS will notify applicants by email regarding (1) their acceptance into 2022 Kids & Jobs and (2) the date, time, and location of orientation for youth who are hired to participate in the program.

## PLACEMENT

This summer, there will be one four-week session. Participants will work four hours per day, five days a week. DYS will provide youth selected to participate in Kids and Jobs with details about their work location and schedule.

## FOR MORE INFORMATION

For more information, contact the Division of Youth Services at 205-320-0879.

City of Birmingham Mayor's Office Division of Youth Services  
**2022 FOX6 KIDS&JOBS**

**EXPOSURE**

(14 & 15 Year-Old) Application Packet

On Saturday, May 21, 2022, the City of Birmingham Mayor's Office Division of Youth Services will accept applications for the Exposure component of Kids & Jobs at the Division of Youth Services, located at 1608 7<sup>th</sup> Ave North, Birmingham, AL 35203. **The doors will open at 8:00 a.m. and close at 12:00 p.m. however, applicants must arrive during the timeframe assigned by last name. Youth must be accompanied by a parent or legal guardian.** In order to apply, youth **MUST** reside in the Birmingham city limits and submit a completed application packet.

- **A-H: 8:00 a.m.- 9:15 a.m.**
- **I-P: 9:15 a.m. -10:30 a.m.**
- **Q-Z: 10:30 a.m. – 11:45 a.m.**

**APPLICATION PACKET CHECKLIST:**

**Application packets MUST include the following information for youth to be considered:**

- **Completed 2022 Application** (*both pages*)
- **Official Copy of Your Most Recent Report Card**
- **Typed Resume**
- **Two (2) Recommendation Forms** (*Note: Forms may not be filled out by relatives*)  
*Examples: Teachers, Principals, Counselors, Community, Civic & Neighborhood Leaders.*
- **A Typed 250-word Response to the Essay Questions Listed on the Application**  
*Please attach your essay response to your application packet*

**ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED FOR CONSIDERATION.**

**For more information, contact the Division of Youth Services at 205-320-0879.**

**Randall L. Woodfin, Mayor**  
Galvin K. Billups, Executive Director  
City of Birmingham Mayor's Office Division of Youth Services  
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Students who would like to be considered for participation in the 2022 Kids & Jobs Exposure (14 & 15 Year-Old) component must apply through the City of Birmingham Mayor's Office Division of Youth Services. Applicants will be notified by email regarding their acceptance into the program. ***Please complete both pages of the application.*** Students selected to participate will be provided with the date of their orientation and job training.

**[PLEASE PRINT CLEARLY]**

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

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

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

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

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

E-mail Address: \_\_\_\_\_ School: \_\_\_\_\_

**CHECKLIST: All applicants must bring the following items to the interview session:**

- Completed 2022 application (both pages)
- Official copy of your most recent report card
- Resume detailing prior work experience, school & community involvement
- Two recommendation forms
- Essay Question Response: (Please type a 250-word essay to respond to the question listed below and then attach your essay to your application packet.)

**Essay Question:**

In a 250-word essay, please describe a time when you exercised leadership and explain why you believe it is important. **(All essays must be typed in 12-point, Times New Roman font, with 1-inch margins on the sides.)**

APPLICANT'S NAME: \_\_\_\_\_

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

**Interest Questionnaire**

*Please answer each question. Indicate Yes or No:*

- |    |  |     |    |
|----|--|-----|----|
| 1. | Do you work well with children?                  | Yes | No |
| 2. | Do you work well in an office environment?       | Yes | No |
| 3. | Are you interested in art, painting, or drawing? | Yes | No |
| 4. | Are you interested in music and theatre?         | Yes | No |
| 5. | Do you like being outdoors?                      | Yes | No |

**Interview Date, Time & Checklist**

Interviews will take place between 8:00 a.m. and 12:00 p.m. according to last name. Applicants should arrive according to the time assigned to first letter in last name. A-H: 8:00 a.m.- 9:15 a.m.; I-P: 9:15 a.m. -10:30 a.m.; Q-Z: 10:30 a.m. – 11:45 a.m. Youth must be accompanied by a parent or legal guardian.



**For DYS Office Use Only!**

**ATTENTION APPLICANTS!**

**PLEASE DO NOT COMPLETE THIS SECTION.**

#	CATEGORIES	RATING	NOTES
1	Academics		
2	Application		
3	Appearance		
4	Articulation		
5	Attitude		
TOTAL SCORE			

# 2022 FOX6 KIDS&JOBS

## Exposure Recommendation Form

Galvin K. Billups, Executive Director  
 1608 7th Ave. North Birmingham, AL 35203  
 P: 205-320-0879  
[www.bhamyouthfirst.org](http://www.bhamyouthfirst.org)

Kids & Jobs applicants should print this recommendation form and give it to an adult other than a relative 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 **before May 21, 2022**. 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):

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# 2022 FOX6 KIDS & JOBS

## Exposure Recommendation Form

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**[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):

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# Sample Resume

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

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

**Education:** include graduation date and GPA

**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.



