



Sponsored By:



Randall L. Woodfin  
Mayor  
"Putting People First"

Galvin K. Billups  
Executive Director

1608 7th Ave. North  
Birmingham, AL 35203

P: 205-320-0879  
www.bhamyouthfirst.org

## OVERVIEW

The Department 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 to serve as an additional opportunity for youth in Birmingham to receive exposure and experience in the workforce all while receiving an income. Kids and Jobs will be a five-week session from June 9 – July 11. 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.

## ELIGIBILITY REQUIREMENTS

Youth who apply must live within the Birmingham city limits, possess a 2.0 GPA and be at least 14 years old and cannot exceed age 24 by June 9, 2025.

## APPLICATION & INTERVIEW CRITERIA

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org) and [www.wbrc.com](http://www.wbrc.com).

*To be interviewed, youth must submit the following:*

1. **Completed 2025 Application** (*both pages and all forms*)
2. **Copy of Most Recent Report Card/Transcript**
3. **Typed Resume**
4. **Two Recommendation Forms**  
(*Note: Forms should not be completed by a relative*)
5. **Typed 200 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.

## APPLICATION PROCESS

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org) and [www.wbrc.com](http://www.wbrc.com). From March 3 – April 11, 2025. A complete application is required for the applicant to be considered for hire.

## APPLICATION SUBMISSION

### Exposure: Ages 14-15

DYS will accept applications and conduct interviews for the Exposure Component of Kids & Jobs at The Boutwell Auditorium (1930 Reverend Abraham Woods Jr Boulevard, Birmingham, AL 35203) on Saturday April 12, 2025. The doors will open at 8:30 a.m. and close at 9:00 a.m. Youth must be accompanied by a parent or legal guardian.

### Executive: Ages 16-24

Applications for the Executive component can be submitted online at [www.BhamYouthFirst.org](http://www.BhamYouthFirst.org) or emailed to [DYSKidsandJobs@birminghamal.gov](mailto:DYSKidsandJobs@birminghamal.gov) by 4:00p.m. Friday, April 11. Interviews will be scheduled and conducted virtually.



## Where will your Kids and Jobs experience begin?

Put an "x" in the box that applies to you.



### **Exposure** AGES: 14-15

Participating students will receive their first exposure to the workforce while earning an income. In collaboration with public and nonprofit organizations, DYS provides deserving Birmingham youth with valuable opportunities for professional growth.



### **Executive** AGES: 16-24

Executive Component offers students ages 16-24 a chance to earn an income while experiencing professional development opportunities. Eligible students will gain valuable workforce experience and nurture essential skills crucial for a successful career.

## REMINDER

Exposure Component Interns will submit their applications and be interviewed on Saturday April 12, 2025, at the Boutwell Auditorium. Executive Components will submit their application online or via email and be interviewed virtually. (See page 1 for more information).

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# 2025 Kids and Jobs Application

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Students who would like to be considered for participation in the 2025 Kids & Jobs program must apply through the City of Birmingham Department of Youth Services. Applicants will be notified by email regarding their acceptance into the program. ***Please complete both pages of the application and all forms.***

**[PLEASE PRINT CLEARLY]**

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

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_  
(MM/DD/YYYY)

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

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

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name) (Relationship)

Beyond personal preference, is there a reason why you **could not** or **should not** work with children?

☐ YES ☐ NO

## Academic Information:

SCHOOL NAME	SCHOOL ADDRESS	CURRENT GRADE POINT AVERAGE (GPA) (CUMMULATIVE)	LAST GRADE COMPLETED OR LAST YEAR IN COLLEGE

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# Recommendation Form



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 11, 2025**. For more information, call DYS at 205-320-0879.

## [Please Type or Print]:

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

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

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

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

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

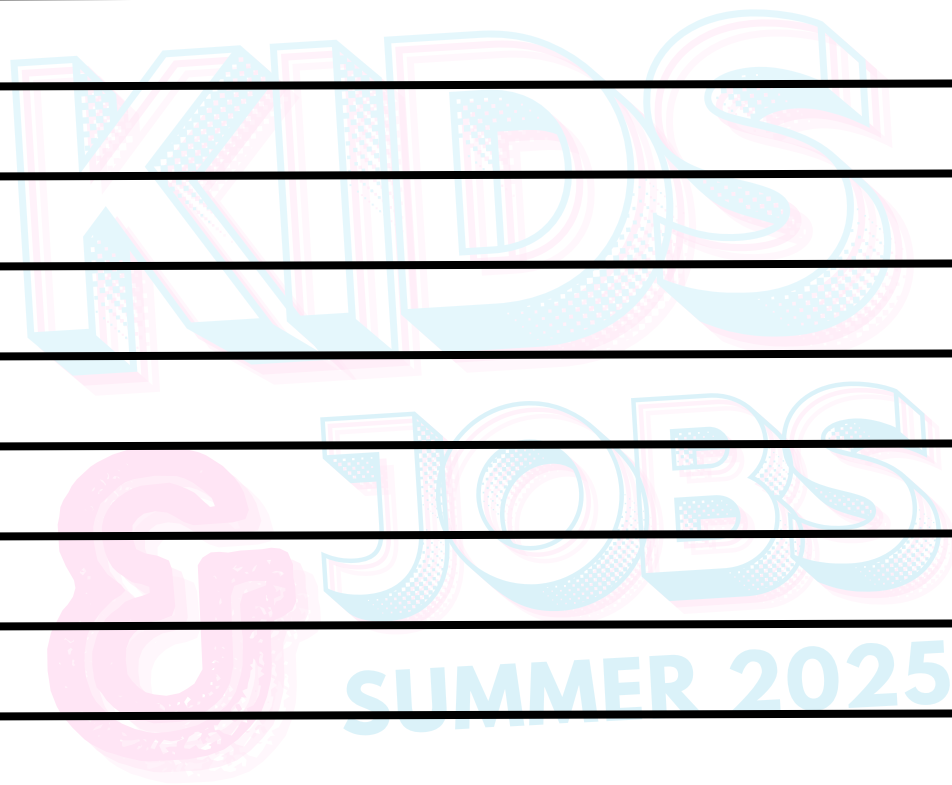
E-Mail: \_\_\_\_\_

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



	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 schoolwork on time					
Leadership skills					
Creativity					
Conduct					

**Additional Comments (Use the back of this form to add comments if needed)**



# KIDS @ JOBS SUMMER 2025

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

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

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

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

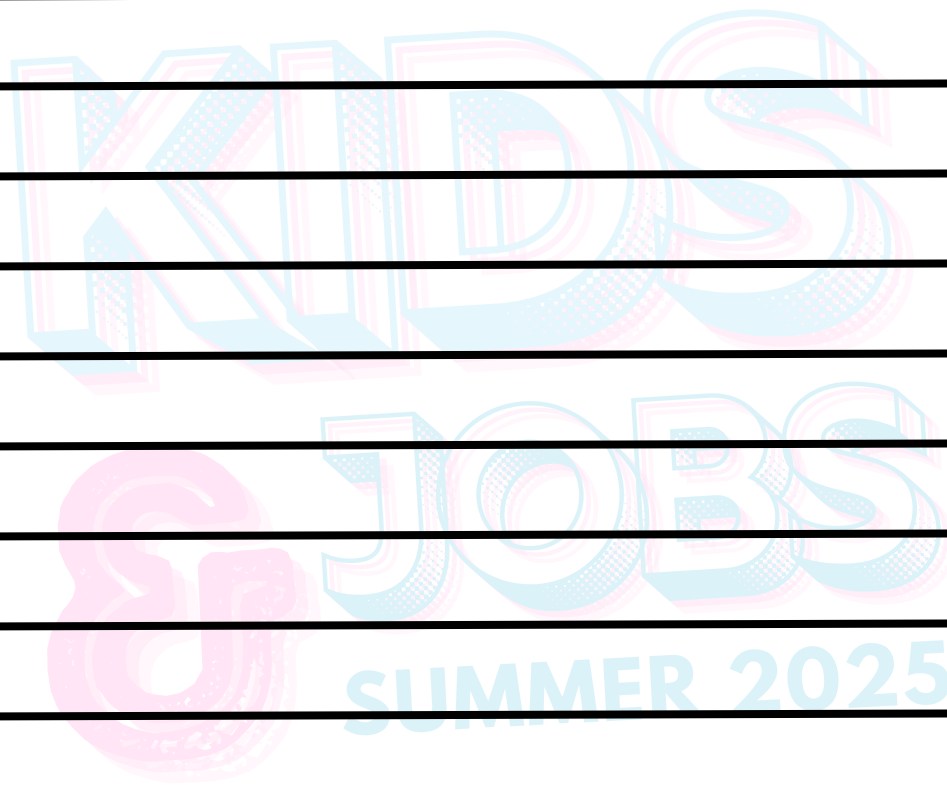
**E-Mail:** \_\_\_\_\_

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



	Excellent	Good	Average	Weak	Poor
Ability to cooperate with others					
Ability to make good decisions					
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Ability to follow directions					
Ability to work independently					
Ability to work in group related activities					
Ability to complete schoolwork on time					
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# KIDS & JOBS @ SUMMER 2025

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# Application Checklist

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

- **Completed Application**
- **Kids and Jobs Essay (200 Words)**
- **Current Resume (Sample Resume is included with instructions)**
- **Current / Most Recent School Transcript verifying a 2.0 GPA**
- **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 2025 Kids and Jobs program, contact the Department of Youth Services at (205) 320-0879.

## **ESSAY INSTRUCTIONS**

In a 200-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.)**

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## Sample Resume

**Jamie Doe**  
**1608 7 th Avenue North**  
**Birmingham, AL 35203**  
**(205) 320-0879**  
**Email: 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)

- o Maintained library database on checked-out materials.
- o Coordinated volunteer component for Story Time.
- o 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

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

### Awards

- o A Honor Roll
- o Outstanding French Student, 2004
- o 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!

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