

City of Birmingham Mayor's Office Division of Youth Services  
**2017 FOX6 KIDS&JOBS**

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



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



## 2017 Kids & Jobs Program



**William A. Bell, Sr., Mayor**  
"Birmingham Forward"

SPONSORED BY:



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



STUDENT WORKERS  
REAL WORLD, REAL RIGHTS



J C C E O

**Cedric D. Sparks, Sr.**  
*Executive Director*  
1608 7th Ave. North  
Birmingham, AL 35203  
P: 205-320-0879  
F: 205-297-8139  
[www.bhamyouthfirst.org](http://www.bhamyouthfirst.org)

City of Birmingham Mayor's Office Division of Youth Services

# 2017 FOX6 KIDS&JOBS

**EXPOSURE (14 & 15 Year-Old) PROGRAM**

## PROGRAM OUTLINE

Because companies are usually unwilling to hire youth between 14 and 15 years of age, the Division of Youth Services partners with the public and nonprofit sectors of the business community to provide youth with exposure to the job experience. The **EXPOSURE COMPONENT** of the Kids & Jobs Program gives deserving Birmingham youth who might otherwise not be given the chance an opportunity to experience the workplace for the first time.

## CRITERIA

Youth who apply for this program must live within the Birmingham city limits, be at least 14 years old, and not turn 16 years old, by April 22, 2017.

## APPLICATION & INTERVIEW PROCESS

Applications can be downloaded and printed on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org) and [www.wbrc.com](http://www.wbrc.com). Interviews will be held at Fair Park Arena on Saturday, April 22, 2017. **The doors will open at 8:00am and close at 9:00am. Youth allowed to enter must be accompanied by a parent or legal guardian. There will be a very important parent/legal guardian orientation shortly after the doors close.**

In order to be interviewed, youth must present the following:

1. **Completed 2017 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 One-Page Response to the Essay Question** listed on the application. (*Note: The essay should be attached to your application packet.*)

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

## POST INTERVIEW NOTIFICATION

DYS will notify applicants by mail regarding **(1)** their acceptance into the 2017 Kids & Jobs Program 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. Program participants will work four hours per day, five days a week. DYS will provide youth selected to participate in the program with details about their work location and schedule.

## FOR MORE INFORMATION

For more information, contact DYS at 205-320-0879.

City of Birmingham Mayor's Office Division of Youth Services  
**2017 FOX6 KIDS & JOBS**  
**EXPOSURE PROGRAM** (14 & 15 Year-Old)  
Application Packet Checklist

On Saturday, April 22, 2017, the City of Birmingham Mayor's Office-Division of Youth Services will accept applications for the EXPOSURE COMPONENT of the Kids & Jobs Program at the Fair Park Arena at the Birmingham Crossplex. **The doors will open at 8:00am and close at 9:00am. Youth allowed to enter must be accompanied by a parent or legal guardian.** In order to apply, youth MUST reside in the Birmingham city limits and submit a complete application packet.

**APPLICATION PACKET CHECKLIST:**

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

- Completed 2017 Application** (*both pages*)
- Official Copy of Your Most Recent Report Card** (*No printouts or progress reports*)
- 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 One-Page Response to the Essay Questions Listed on the Application**
  - *Please attach your essay response to your application packet*

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

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

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Students who would like to be considered for participation in the 2017 Kids & Jobs EXPOSURE (14 & 15 Year-Old) Program must apply through the City of Birmingham Mayor's Office Division of Youth Services. Applicants will be notified by mail 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]

Today's Date: \_\_\_\_\_

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: \_\_\_\_\_

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

- ✓ Completed 2017 application (both pages)
- ✓ Official copy of your most recent report card (No printouts or progress reports)
- ✓ Resume detailing previous work experience, school and work experiences
- ✓ Two recommendation forms
- ✓ Essay Question Response: (Please type a one-page essay to respond to the question listed below and then attach your essay to your application packet.)

**Essay Question:**

In a short essay, please describe a time when you exercised leadership and explain why you believe it is important.

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

### Interest Questionnaire

Please answer each question. Circle 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 be held at Fair Park Arena on Saturday, April 22, 2017. **The doors will open at 8:00am and close at 9:00am. Youth allowed to enter must be accompanied by a parent or legal guardian. Youth will NOT be allowed to enter after 9:00am.** There will be a very important parent/legal guardian orientation shortly after the doors close. Applicants will need to bring everything listed on the application checklist to the interview to be considered for employment. The Fair Park Arena at the Birmingham Crossplex is located at 2331 Bessemer Road, Birmingham, AL 35208. For directions, call 205-786-8100.



**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			

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 Exposure (14 & 15 Year-Old) Recommendation Form

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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 on April 22, 2017. 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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Position/Title: \_\_\_\_\_

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

**Please indicate how you would rate the applicant in the areas listed below.  
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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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## 2017 FOX6 KIDS&JOBS

EXPOSURE (14 & 15 Year-Old) FAQ's

### What's The "Next Step?"

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**The doors will open at 8:00am and close promptly at 9:00am. There will be a very important parent/legal guardian orientation shortly after the doors close.**

Below is a list of frequently asked questions & answers regarding the "next step" in applying to the Kids & Jobs Program. If you have any additional questions, please contact the Division of Youth Services at 320-0879. (Note: Falsifying documents or submitting information after established deadlines will result in immediate disqualification.)

- 1. Why does DYS ask applicants for a report card and two letters of recommendation?**
  - *The applicant's report card will be used as proof of residency and academic effort. The letters of recommendation will be used to learn more about the applicant's character.*
- 2. Will grades be a determining factor when selecting applicants to work in the program?**
  - *Grades will be strongly considered but there is not a GPA requirement.*
- 3. Which report card should I submit?**
  - *Youth must present their most recent report card issued closest to application date. Progress reports or printouts will not be accepted.*
- 4. Do I need to get a work permit application for my child?**
  - **No.** *Youth who are hired to participate in the program will be notified about when to obtain work permits and complete other pre-employment documents (e.g., tax forms, medical forms, parental authorization, etc.).*
- 5. If we submit the information requested, will my child be guaranteed a job?**
  - *Application does not guarantee acceptance. Placement will be determined by application, interview and available funding.*
- 6. How much money will Kids & Jobs Program participants be paid?**
  - *Pay is a strictly confidential matter between employer and employee. Youth will receive pay information prior to work at a mandatory orientation.*
- 7. What types of jobs will 14 & 15 Year-Old Kids & Jobs Program participants perform?**
  - *Because companies are usually unwilling to hire youth between 14 and 15 years of age, DYS partners with the public and non-profit sectors of the business community to provide them with first-time work experience. Some examples of job sites include: Birmingham Public Libraries, the Birmingham Police Department, summer camps, and faith-based organizations.*
- 8. If my child participated in the Kids & Jobs Program last year, do we still have to go through the application and interview process?**
  - *Yes, youth must re-apply and interview each year for the Kids & Jobs Program.*
- 9. What areas/cities are not considered to be in the City of Birmingham?**
  - *Adamsville, Alabaster, Bessemer, Brighton, Brookside, Brownsville, Calera, Cardiff, Center Point, Chelsea, Columbiana, County Line, Dora, Fairfield, Fultondale, Gardendale, Graysville, Harpersville, Hayden, Helena, Homewood, Hoover, Hueytown, Irondale, Kimberly, Leeds, Lipscomb, Maytown, Midfield, Montevallo, Morris, Mountain Brook, Mulga, North Johns, Pelham, Pinson, Pleasant Grove, Sipse, Siluria, Sumiton, Sylvan Springs, Tarrant City, Trafford, Trussville, Vestavia Hills, Vincent, Warrior, West Blocton, West Jefferson, Wilsonville, Wilton.*