

## 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**



**Cedric D. Sparks, Sr.**  
**Executive Director**  
1608 7th Ave. North  
Birmingham, AL 35203  
P: 205-320-0879

City of Birmingham Mayor's Office Division of Youth Services

# 2017 FOX6 KIDS & 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

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.

	EXPLORER PROGRAM	EXECUTIVE PROGRAM
<b>Participant Age</b>	16 – 21 years old	16 – 21 years old
<b>Internship Type</b>	An introduction to the workforce and a chance to explore one of the pre-identified site	A unique opportunity to establish a foundation for your desired career path
<b>Participation Criteria</b>	Completed Explorer Program Application	Completed Executive Program Application
	Official transcript verifying a <b>2.5 GPA</b>	Official transcript verifying a <b>3.0 GPA</b>
	A current resume	A current resume
	Two completed recommendation forms <ul style="list-style-type: none"> <li>• <i>School Official</i></li> <li>• <i>Verification of Community Service or Extracurricular Activities</i></li> </ul>	Two completed recommendation forms <ul style="list-style-type: none"> <li>• <i>School Official</i></li> <li>• <i>Verification of Community Service or Extracurricular Activities</i></li> </ul>
	Applicants will have to complete an interview with DYS	Applicants will have to complete an interview with DYS

### APPLICATION PROCESS

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org) and [www.wbrc.com](http://www.wbrc.com). Applications will be accepted at the DYS office located at 1608 7<sup>th</sup> Avenue North in downtown Birmingham, **March 20 – April 21, 2017**, Monday - Friday from 9:00am - 5:00pm. **The deadline to return application packets to DYS is 5:00pm on April 21, 2017.**

### FOR MORE INFORMATION

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

# City of Birmingham Mayor's Office Division of Youth Services

# 2017 FOX6 KIDS&JOBS

## SEI (EXECUTIVE & EXPLORER) PROGRAM Checklist

Application packets for the 2017 Kids & Jobs SEI 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 Friday, April 21, 2017.**

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

- Completed Application**
- Career Exploration**
- Current Resume**
- 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.)*

Only complete application packets will be accepted for consideration. If you have questions about the information required for the 2017 Kids & Jobs Executive and/or the Explorers Program, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

Faxed applications will **NOT** be accepted.  
Mailed copies must **reach** DYS by April 21, 2017, **NOT** postmarked.

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



**William A. Bell, Sr., Mayor**  
Cedric D. Sparks, Sr., Executive Director  
City of Birmingham Mayor's Office Division of Youth Services  
1608 7<sup>th</sup> Avenue 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**  
EXECUTIVE & EXPLORER Internship Application

I am applying for:

**EXPLORER (2.5 GPA or Higher)**

**EXECUTIVE (3.0 GPA or Higher)**

[PLEASE TYPE OR PRINT]

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

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 contact: \_\_\_\_\_ 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)			
(COLLEGE NAME)			



*Internal Office Use Only*

Date Received: \_\_\_\_\_

\_\_\_\_\_

Received by: \_\_\_\_\_

\_\_\_\_\_

**William A. Bell, Sr., Mayor**  
Cedric D. Sparks, Sr., Executive Director  
City of Birmingham Mayor's Office Division of Youth Services  
1608 7<sup>th</sup> Avenue 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**  
EXECUTIVE & EXPLORER Program  
ESSAY QUESTIONS

**Questionnaire**

Please explain why you should be selected for the SEI Program *(attach additional pages, if needed)*.

---

---

---

---

---

---

---

---

---

---



List the types of positions in which you would like to be placed for the 2017 Kids & Jobs Executive Internship Program and explain in detail why you chose this field **(EXECUTIVE PROGRAM APPLICANTS ONLY)**.

1) 

---

---

---

---

2) 

---

---

---

---

3) 

---

---

---

---



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

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

Cedric D. Sparks, Sr., 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 21, 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):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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

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

Cedric D. Sparks, Sr., 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 21, 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):**

---



---



---



---



---



---