

City of Birmingham Mayor's Office Division of Youth Services
2018 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**



J C C E O

2018 Kids & Jobs Program



Randall L. Woodfin,
Mayor
"Putting People First"

SPONSORED BY:



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



STUDENT WORKERS
REAL WORLD, REAL RIGHTS



JCCEO

Michael D. Moore,
Executive Director
1608 7th Ave. North
Birmingham, AL 35203
P: 205-320-0879
F: 205-297-8139
www.bhamyouthfirst.org

City of Birmingham Mayor's Office Division of Youth Services 2018 FOX6 KIDS&JOBS EXPOSURE (14 & 15 Year-Old) PROGRAM

PROGRAM OUTLINE

The Division of Youth Services partners with public and nonprofit sectors of the business community to provide youth with exposure to the workforce. This program was created because companies are oftentimes unwilling to hire youth between 14 and 15 years of age. The **EXPOSURE COMPONENT** of the Kids & Jobs Program gives deserving Birmingham youth, who might otherwise not be given an opportunity, a chance 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 21, 2018.

APPLICATION & INTERVIEW PROCESS

Applications can be downloaded and printed on-line at www.bhamyouthfirst.org and www.wbrc.com. Interviews will be held at Bill Harris Arena at the Birmingham Crossplex on Saturday, April 21, 2018. **The doors will open at 8:00 a.m. and close at 9:00 a.m.** 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 2018 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 1,000 Word 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 2018 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 the Division of Youth Services at 205-320-0879.

City of Birmingham Mayor's Office Division of Youth Services
2018 FOX6 KIDS & JOBS
EXPOSURE PROGRAM (14 & 15 Year-Old)
Application Packet Checklist

On Saturday, April 21, 2018, 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 Bill Harris Arena at the Birmingham Crossplex, located at 2331 Bessemer Road, Birmingham, AL 35208. **The doors will open at 8:00 a.m. and close at 9:00 a.m. 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 completed application packet.

APPLICATION PACKET CHECKLIST:

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

- Completed 2018 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 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
Michael D. Moore, Executive Director
City of Birmingham Mayor's Office Division of Youth Services
1608 7th Ave. North, Birmingham, AL 35203
(P) 205-320-0879 ■ (F) 205-297-8139
www.bhamyouthfirst.org



Randall L. Woodfin, Mayor
"Putting People First"

City of Birmingham Mayor's Office Division of Youth Services
2018 FOX6 KIDS&JOBS
EXPOSURE PROGRAM (14 & 15 Year-Old)

Michael D. Moore, Executive Director
1608 7th Ave North | Birmingham, AL 35203
P: 205-320-0879 | F: 205-297-8139
www.bhamyouthfirst.org

Students who would like to be considered for participation in the 2018 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: _____ School: _____

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

- ✓ Completed 2018 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 1,000 word essay to respond to the question listed below and then attach your essay to your application packet.)

Essay Question:

In a 1,000 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. 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 Bill Harris Arena at the Birmingham Crossplex on Saturday, April 21, 2018. **The doors will open at 8:00 a.m. and close at 9:00 a.m. Youth allowed to enter must be accompanied by a parent or legal guardian. Youth will NOT be allowed to enter after 9:00 a.m.** 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 Bill Harris 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			



Randall L. Woodfin, Mayor
 "Putting People First"

City of Birmingham Mayor's Office Division of Youth Services
2018 FOX6 KIDS&JOBS
 Exposure (14 & 15 Year-Old) Recommendation Form

Michael D. Moore, 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 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 21, 2018. 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):



Randall L. Woodfin, Mayor
"Putting People First"

City of Birmingham Mayor's Office Division of Youth Services
2018 FOX6 KIDS&JOBS
Exposure (14 &15 Year-Old) Recommendation Form

Michael D. Moore, 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 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 21, 2018. 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):



Randall L. Woodfin, Mayor
"Putting People First"

City of Birmingham Mayor's Office Division of Youth Services

2018 FOX6 KIDS&JOBS

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

What's The "Next Step?"

Michael D. Moore, Executive Director
1608 7th Ave. North | Birmingham, AL 35203
P: 205-320-0879 | F: 205-297-8139
www.bhamyouthfirst.org

The doors will open at 8:00 a.m. and close promptly at 9:00 a.m. 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?**
 - *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.*