

2020 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

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Kids & Jobs



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**STUDENT WORKERS
REAL WORLD, REAL RIGHTS**

2020 KIDS & JOBS

EXPOSURE (14 & 15-Year-Old) 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



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

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 young people, 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 25, 2020.

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 25, 2020. **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 2020 Application** (*both pages*)
2. **Copy of Your Most Recent Report Card that Includes Address** (*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.*)
6. **Digital Questionnaire**

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 2020 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 or email DYS@Birminghamal.gov.

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EXPOSURE PROGRAM (14 & 15 Year-Old) Application Packet Checklist

On Saturday, April 25, 2020, 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 2020 Application** (*both pages*)
- Copy of Your Most Recent Report Card that Includes Address** (*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*
- Digital Questionnaire**

ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED FOR CONSIDERATION.

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

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Galvin K. Billups, Executive Director
City of Birmingham Mayor's Office Division of Youth Services
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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 25, 2020. **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 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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 P: 205-320-0879 / DYS@Birminghamal.gov
 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 **by April 24, 2020** to include in their application packet. For more information, call DYS at 205-320-0879 or email DYS@Birminghamal.gov.

[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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Exposure (14 & 15-Year-Old) Digital Questionnaire

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***Your answers WILL NOT affect your hiring, but they help us plan how to share more job opportunities with you. Please answer!**

How did you learn about the Kids and Jobs program?

- My teacher
- My school counselor
- My friend/relative
- On TV
- On radio
- Other _____

Which of the following items do you or someone else in your family have in your home?

- Television set
- Tablet (such as iPad, iPad Mini, Galaxy Tab, Nexus tablet, Kindle Fire, or similar product)
- Smartphone (such as iPhone, Galaxy, Nexus or other phone that connects to the Internet)
- Video game player (such as X-Box, Wii, PlayStation)
- DS, Game Boy, LeapPad, or similar portable game player
- e-reader (such as Kindle or Nook)
- Desktop computer
- Laptop computer

How do you connect to the internet (check all that apply)

- On my phone - I need to use WIFI
- On my phone - I have a data plan
- At school on a computer or iPad in a computer lab
- At school on a computer or iPad in my classroom
- At home on a computer connected to my home WIFI
- At a friend's house, on his/her computer
- At the library on a computer
- At an after school or summer program (which one _____)
- Other

How often do you use the internet (go online)?

- Every day
- 1-3 days per week
- 4 or more days per week

What are the main things you do online?

- Message friends
- Stream music or video
- Check or post to social media
- Check or send email
- Do school work
- Look for a job
- Do things related to applying for college.
- Read the news
- Play games
- Shop
- Browse the web
- Watch shows or movies

What is the main way you communicate with your friends?

- Voice call (mobile)
- Video call (like FaceTime, etc.) (mobile)
- SMS/Text
- Email
- Instant messaging
- Gaming sites

Sample Resume

Jamie Doe
1608 7th 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)

- 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.



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

What's The "Next Step?"

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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?**
 - Youth in the 14 & 15-Year old program will be paid minimum wage.*
- 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?**
 - (Including, but not limited to) Adamsville, Alabaster, Bessemer, Brighton, Brookside, Brownsville, Calera, Cardiff, Clay, 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, Sipseey, Siluria, Sumiton, Sylvan Springs, Tarrant City, Trafford, Trussville, Vestavia Hills, Vincent, Warrior, West Blocton, West Jefferson, Wilsonville, Wilton.*