

City of Birmingham Mayor's Office Division of Youth Services
2022 FOX6 KIDS&JOBS

Future Executive Application Packet
(16-24 Year-Old)



PUTTING PEOPLE FIRST

MAYOR RANDALL L. WOODFIN

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



STUDENT WORKERS
REAL WORLD, REAL RIGHTS



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



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

City of Birmingham Mayor's Office Division of Youth Services 2022 FOX6 KIDS & JOBS

Future Executive (16-24 Year-Old)

OVERVIEW

The Future Executive component of Kids & Jobs provides students ages 16-24 with an introduction to the workforce and a chance to explore one of the various professions offered. The benefits of the Future Executive component are unlimited. Students who qualify are provided with valuable work experience and companies gain much needed summer help.

CRITERIA

Future Executive component applicants must live in the City of Birmingham and be enrolled in school and between the ages of 16-24. Applicants must meet specified GPA requirements.

	FUTURE EXECUTIVE CRITERIA
Participant Age	High school and college students between the ages of 16 -24
Internship Type	An introduction to the workforce and a chance to explore one of the pre-identified sites
Participation Criteria	Completed Future Executive Application
	Official transcript verifying a minimum 2.0 GPA
	A current resume
	Applicants will have to complete an interview with The Division of Youth Services
	Two completed recommendation forms <ul style="list-style-type: none"> • School • Verification of Community Services or Extracurricular Activities

APPLICATION PROCESS

Applications are available on-line at www.bhamyouthfirst.org and www.wbrc.com. Applications are open from, **May 2 – May 20, 2022**. [The deadline to return application packets via submission on BhamYouthFirst.org is 5:00pm on May 20, 2022.](#)

FOR MORE INFORMATION

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

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2022 FOX6 KIDS & JOBS

Future Executive Checklist

Application packets for the 2022 Kids & Jobs Future Executive component can be submitted on-line at www.bhamyouthfirst.org or emailed to dysbhm@gmail.com by 5:00 p.m. on **May 20, 2022**.

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

- Completed Application**
- Future Executive Essay**
- 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 2022 Kids & Jobs Future Executive component, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

Randall L. Woodfin, Mayor

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City of Birmingham Mayor's Office Division of Youth Services
2022 FOX6 KIDS&JOBS

Future Executive Application

I am applying for:

FUTURE EXECUTIVE (Minimum 2.0 GPA)

[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)			

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

YES NO

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<i>Internal Office Use Only</i>	
Date Received:	_____
Received by:	_____
Interview Date:	_____
Interview Time:	_____



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Future Executive Recommendation Form

Galvin K. Billups, Executive Director
 1608 7th Ave. North | Birmingham, AL 35203
 P: 205-320-0879
 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 May 20, 2022**. 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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Ability to complete school work on time					
Leadership skills					
Creativity					
Conduct					

Additional Comments (Use the back of this form if additional space is needed):

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 component 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.