PROGRAM OUTLINE
The Summer Executive Internship Program (SEI) provides students from 16 to 21 years of age with a unique opportunity to establish a foundation for their career path. Prior to placement, 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
SEI applicants must live in the City of Birmingham and be between 16 and 21 years of age. Applicants must meet specified GPA requirement.

APPLICATION PROCESS
Applications are available on-line at www.myfoxal.com. Applications will be accepted at the DYS office located at 1608 7th Avenue North in downtown Birmingham, March 23 – April 17, 2015, Monday - Friday from 9:00am - 4:00pm. The deadline to return application packets to DYS is 5:00pm on April 17, 2015.

Applicants will be required to provide the following information to be considered for the SEI Program:

- A completed SEI application
- An official transcript verifying a 3.0 GPA for 18 & up and a 2.5 GPA for 16 & 17 year olds
- A current resume
- Two letters of recommendation. One letter should be from a school official and the other from a program or organization director who can provide written verification of the applicant’s participation in community service or extracurricular activities
- Applicants will have to complete an interview with DYS

PLACEMENT
Summer Executive Interns will work a minimum of five hours per day, five days a week, over a four-week period. Program participants will be placed at a work site that matches one of their three career path choices. In the event that DYS cannot match an SEI participant with one of their three career choices, every attempt will be made to place them in an environment that will allow them the chance to sharpen their professional skills.

FOR MORE INFORMATION
For more information, contact the Mayor’s Office Division of Youth Services at (205) 320-0879.
Application packets for the 2015 Kids & Jobs Summer Executive Internship Program should be hand-delivered to the Mayor’s Office Division of Youth Services’ office located at 1608 7th Avenue North, in downtown Birmingham. The deadline to submit application packets is 5:00 pm on Friday, April 17, 2015.

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

- **Completed SEI Application**
- **Career Exploration (18 year old and up)**
- **Current Resume**
- **Current / Most Recent Official Transcript verifying a 3.0 GPA for 18 & up and a 2.5 GPA for 16 & 17 year olds.**
- **Two (2) Letters of Recommendation:**
  - 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 2015 Kids & Jobs Summer Executive Internship 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 17, 2015, **NOT** postmarked.

William A. Bell, Sr., Mayor
Cedric D. Sparks, Sr., Executive Director
City of Birmingham Mayor’s Office Division of Youth Services
1608 7th Avenue North
Birmingham, AL 35203
(P) 205.320.0879 | (F) 205.297.8139
www.bhamyouthfirst.org
[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

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL ADDRESS (INCLUDING CITY, STATE &amp; ZIP CODE)</th>
<th>CURRENT GRADE POINT AVERAGE (GPA) (cumulative)</th>
<th>LAST GRADE COMPLETED OR LAST YEAR IN COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HIGH SCHOOL NAME)</td>
<td></td>
<td></td>
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<tr>
<td>(COLLEGE NAME)</td>
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Internal Office Use Only

Date Received: ____________

Received by: ______________

Interview Date: ____________

Interview Time: ____________

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Interest Questionnaire (ONLY FOR APPLICANTS 16 & 17 YRS OLD).

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

List the types of positions in which you would like to be placed for the 2015 Kids & Jobs Summer Executive Internship and explain in detail why you chose this field (ONLY FOR APPLICANTS 18 YRS & UP).

1) ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2) ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3) ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

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