

City of Maricopa High School Internship Program Application

The City of Maricopa's High School Internship Program gives junior and senior high school students a glimpse into the world of public service, and a rich opportunity to explore careers in:

- City Clerk (*Customer Service, Passports, Elections*)
- City Manager (*Communications & Marketing, Intergovernmental Affairs*)
- Community Services (*Parks, Sports & Recreation, Library, Copper Sky*)
- Development Services (*Building, Planning & Zoning, Transportation*)
- Economic Development (*Business Attraction & Retention*)
- Finance (*Budget, Payroll, Accounting, and Purchasing*)
- Fire Department (*Fire suppression & safety, Community Outreach, EMT*)
- Human Resources (*Recruitment, Benefits, Employment Laws*)
- Police Department (*Operations, Support, Victims Services*)
- Public Works (*Engineering, Facilities, Fleet, Street Maintenance*)

Part of the City of Maricopa's mission is to train and educate the next generation of public employees. Maricopa High School believes that education goes beyond the classroom. A partnership was formed between the two institutions offering students with a strong interest in public service an opportunity to work "at the bench" under the sponsorship of a City of Maricopa manager.

The purpose of this program is to provide students with an opportunity to experience how public organizations operate on a day-to-day basis. Participants will be assigned to work with a professional who is doing work related to the general field of interest of the student.

Internship process and general information:

- Recruitment will be made to hire a maximum of 7 students who have a work availability of 10-20 hours per week for a 10 week period
- Paid internship; hourly rate is \$8.05
- Student packets are turned in and forwarded from your High School Principal's office to the Human Resources Department by deadline: FEBRUARY 10, 2015 AT 5:00 PM
- Student packets are reviewed by Human Resources to determine if students meet the minimum qualifications and forwarded to appropriate Department Managers
- Department Managers select students for interviews. Interviews are structured with a three to eight people panel composed with Human Resources and department designees
- Selection is based on: point system, students expressed interests in City departments and overall interview performance.
- Human Resources, if approved by parent(s), will take a picture of interns as a group to be featured in City's website under a Human Resources blog summarizing internship experience.

Minimum Qualifications:

- High School Junior/Senior in the Maricopa area (at the time of submitting application)
- Have a demonstrated interest in public service

- Know how to e-mail and use Microsoft® Office
- Have a basic grasp of filing
- Be at least 16 years old and a U.S. citizen or U.S. permanent resident
- Be available 10-20 hours per week for eight to ten consecutive weeks during regular business hours
- Have a GPA over 2.0 equivalent to a C average or higher
- Be responsible for own daily transportation to and from assigned work location

A City of Maricopa selection committee will conduct the process to fill the budgeted number of available internships. To be considered in this highly competitive process, a completed application must be received at City Hall, postmarked, emailed, or uploaded on City's website by no later than FEBRUARY 10, 2015 AT 5:00 PM.

Application

Use the following checklist to be certain that all requested information has been completed. Make a copy of all information for your personal records. Submit the original Application Form to City Hall.

A completed City of Maricopa application package includes forms and documentation for the following areas:

- Student Information Form
- Education / Career Information
- Educational transcript
- Personal Essay (Maximum of 300 words)
- Availability and Career Preferences
- Student's Affidavit & Parental Consent Form
- Two Teacher Recommendations

Special Instructions for submitting applications: *Materials sent by mail must be postmarked no later than February 10, 2015 at 5:00 p.m.*

- Applications will **NOT** be processed unless complete and all materials have been received.
- Applicants will be notified of their selection status.
- Assignments are made based upon the information provided in the application.
- Human Resources will contact you to schedule an interview and let you know if you have been selected for an internship
- Questions related to the City of Maricopa High School Internship Program may be sent by e-mail to: Ariana.Cota@maricopa-az.gov or by phone at (520) 316-6807.

Retain these instructions for your information. Students who are interested in applying for an internship opportunity must scan, upload, and submit all requested material via the City of Maricopa website portal below, drop off to principal's office, or drop off at City Hall by February 10, 2015 at 5:00 PM.

<http://www.maricopa-az.gov/web/jobs-portal>

I. STUDENT INFORMATION FORM

Note: All fields must be completed. All information must be typed or printed legibly using black or blue ink.

First Name	Middle Name	Last Name

Date of Birth	Age	Social Security Number
		- -

Gender		E-Mail Address
Female <input type="checkbox"/>	Male <input type="checkbox"/>	

U.S. Citizen?		U.S. Permanent Resident?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Home Address		
City	State	Zip Code
Home Phone		Cell Phone
- -		- -

Note: Completion of this section is optional. It is useful for demographic analyses of general workforce background.

Ethnicity (Check one that best applies)	
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian (Not Pacific Islander)
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Caucasian (Not Hispanic)
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Multiracial: _____
<input type="checkbox"/> Other: _____	

Do you have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list accommodations you would need to participate in an internship:		

II. EDUCATION / CAREER INFORMATION

High School Name		
High School Address		
City	State	Zip Code
Current Year / Grade Level (Junior/Senior)	Cumulative Grade Point Average (GPA) <i>Unweighted</i>	
Guidance / Counselor Name & Phone Number		
Have you <i>participated</i> in the City's internship program before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you <i>applied</i> for an internship with the City before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

III. EDUCATIONAL TRANSCRIPT

Note: Include your current educational transcript in the application packet.

Your transcript should include **all high school courses** with final grades through the previous academic year. *Photocopies are acceptable.*

IV. PERSONAL ESSAY

Your personal essay is an opportunity to give Human Resources an insight of your academic achievements and interests. The essay must be typed on standard-sized paper (8.5" x 11") and ***be signed and dated.*** The essay should be 300 words or less. Subjects to include can range from the following:

- 1) Career goals and aspirations
- 2) Community involvement, membership affiliations, offices held, volunteer service, etc.
- 3) Clubs, sports, extra-curricular activities
- 4) Interest in applying for internship and how will experience help you with future endeavors
- 5) Proficiency with computer applications and/or software programs

V. AVAILABILITY AND CAREER PREFERENCES

Note: Internship lasts 10 weeks and is for the Fall 2014 semester.

What will be your work availability? Please be specific. Leave blank if not applicable.		
DAY	AM (From 7:00 AM - 12:00 PM)	PM (After 12:00 PM)
Monday	From: _____ To: _____	From: _____ To: _____
Tuesday	From: _____ To: _____	From: _____ To: _____
Wednesday	From: _____ To: _____	From: _____ To: _____
Thursday	From: _____ To: _____	From: _____ To: _____
Friday	From: _____ To: _____	From: _____ To: _____
Saturday	From: _____ To: _____	From: _____ To: _____
Sunday	From: _____ To: _____	From: _____ To: _____

Will you have own transportation to and from work location: Yes No

Comments:

Note: A part of the selection process depends on student's expressed interests.

Rate departments individually reflecting your preference/interest in working for each different City division.	
3 = Very Strong Interest 2 = Interested 1 = Low Interest 0 = No interest	
CITY DEPARTMENTS	STUDENT RATING
City Clerk (Customer Service, Passports, Elections)	_____
City Manager (Communications & Marketing, Intergovernmental Affairs)	_____
Community Services (Parks, Sports & Recreation, Library, Copper Sky)	_____
Development Services (Building, Planning & Zoning, Transportation)	_____
Economic Development (Business Attraction & Retention)	_____
Finance (Budget, Payroll, Accounting, and Purchasing)	_____
Fire (Fire suppression & safety, Community Outreach, EMT)	_____
Human Resources (Recruitment, Benefits, Employment Laws)	_____
Police (Operations, Support, Victims Services)	_____
Public Works (Engineering, Facilities, Fleet, Street Maintenance)	_____

VI. STUDENT AFFIDAVIT & PARENTAL CONSENT FORM

With ever-evolving technology, the City understands the need to maintain its competitive edge in being up to date with innovative trends in order to conduct business and provide quality service to its residents. The ideal intern will have basic computer literacy with focus on Microsoft Office products, internet browsing, Windows, and e-mail.

Check software/applications etc. you have basic knowledge of and know how to utilize.		
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Power Point	<input type="checkbox"/> Illustrator
<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Internet browser(s)	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Photoshop
<input type="checkbox"/> Microsoft Windows	<input type="checkbox"/> E-Mail	<input type="checkbox"/> InDesign
Other relevant skills:		

Students must read the following statement carefully. Signature indicates agreement and acceptance of all provisions of the position you are applying for.

I hereby certify that I understand and agree that any misrepresentation or inaccurate information on my application or any other document submitted will be cause for my disqualification from consideration and participation in the City of Maricopa High School Internship Program. I also understand that if selected, I must participate for the full duration of the program within the dates specified. I understand that failure to do so may result in the immediate termination of my internship.

Student's Signature _____ Date _____

Parent/Legal Guardian must read the following statement carefully. Signature indicates agreement with these provisions and gives permission for student's participation in internship as posted.

I hereby grant my permission for teachers to submit sealed recommendation forms as well as school officials to provide my child's educational transcript to the City as stipulated in application requirements. I am aware that this is a highly competitive program; I understand that if my son/daughter is granted an internship, he/she agrees to participate in the duration of the program and that he/she is responsible for own transportation to and from work location. I have reviewed and concur with the information provided by my son/daughter in completing the application materials and will attest to its accuracy and truthfulness. I consent Human Resources permission to take my child's picture which may be featured in City's website under a Human Resources' blog summarizing internship experience.

Parent/Legal Guardian Signature _____ Date _____

Printed Name _____ Phone Number _____

REQUIRED TEACHER RECOMMENDATION FORM #1

Note to the applicant: Two recommendations are required. Recommendations must be from a teacher or Guidance Counselor.

*Note to the teacher: Complete form. Place it in a **sealed** envelope and return to student.*

Teacher's Name (PRINT):		
Position/Title:		
Name of School:		
How long have you known the student?		
In what capacity?		
Please rate the student in the following areas:		
1. Maturity <input type="checkbox"/> Always exhibits maturity <input type="checkbox"/> Sometimes exhibits maturity <input type="checkbox"/> Seldom exhibits maturity <input type="checkbox"/> Immature	2. Accepts responsibility <input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Often irresponsible	3. Leadership ability <input type="checkbox"/> Portrays strong leadership <input type="checkbox"/> Sometimes exhibits leadership <input type="checkbox"/> Seldom exhibits leadership <input type="checkbox"/> Follows other leaders
4. Initiative/Independence <input type="checkbox"/> Seeks extra tasks <input type="checkbox"/> Completes assigned tasks <input type="checkbox"/> Needs occasional reminders <input type="checkbox"/> Needs constant reminding <input type="checkbox"/> Seldom shows initiative	5. Ability to work well with others <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Does not work well	6. Oral communication skills <input type="checkbox"/> Very articulate <input type="checkbox"/> Articulate <input type="checkbox"/> Somewhat articulate <input type="checkbox"/> Difficulty in articulation <input type="checkbox"/> Incoherent
7. Written Communication <input type="checkbox"/> Excellent writing skills <input type="checkbox"/> Good writing skills <input type="checkbox"/> Average writing skills <input type="checkbox"/> Poor writing skills	8. Level of interest <input type="checkbox"/> Exhibits high interest <input type="checkbox"/> Often interested <input type="checkbox"/> Seldom interested <input type="checkbox"/> Lacks interest	9. Motivation <input type="checkbox"/> Highly self-motivated <input type="checkbox"/> Sometimes motivated <input type="checkbox"/> Seldom motivated <input type="checkbox"/> Lacks motivation
10. Ability to follow rules and directions <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	Identify the strengths and skills that will most promote this student's success in our program: (check all that apply) <input type="checkbox"/> Oral Communication <input type="checkbox"/> Time Management <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Written Communication <input type="checkbox"/> Research Technique <input type="checkbox"/> Career Awareness <input type="checkbox"/> Computer/Technology	
Overall Recommendation for the program:		
<input type="checkbox"/> <i>Very Highly Recommended (top 5%)</i> <input type="checkbox"/> <i>Highly Recommended (top 10%)</i> <input type="checkbox"/> <i>Recommended</i>		<input type="checkbox"/> <i>Recommended with reservations</i> <input type="checkbox"/> <i>Not Recommended</i>

State the reasons why you are recommending this student:

REQUIRED TEACHER RECOMMENDATION FORM #2

Note to the applicant: Two recommendations are required. Recommendations must be from a teacher or Guidance Counselor.

*Note to the teacher: Complete form. Place it in a **sealed** envelope and return to student.*

Teacher's Name (PRINT):		
Position/Title:		
Name of School:		
How long have you known the student?		
In what capacity?		
Please rate the student in the following areas:		
1. Maturity <input type="checkbox"/> Always exhibits maturity <input type="checkbox"/> Sometimes exhibits maturity <input type="checkbox"/> Seldom exhibits maturity <input type="checkbox"/> Immature	2. Accepts responsibility <input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Often irresponsible	3. Leadership ability <input type="checkbox"/> Portrays strong leadership <input type="checkbox"/> Sometimes exhibits leadership <input type="checkbox"/> Seldom exhibits leadership <input type="checkbox"/> Follows other leaders
4. Initiative/Independence <input type="checkbox"/> Seeks extra tasks <input type="checkbox"/> Completes assigned tasks <input type="checkbox"/> Needs occasional reminders <input type="checkbox"/> Needs constant reminding <input type="checkbox"/> Seldom shows initiative	5. Ability to work well with others <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Unable to interact	6. Oral communication skills <input type="checkbox"/> Very articulate <input type="checkbox"/> Articulate <input type="checkbox"/> Somewhat articulate <input type="checkbox"/> Difficulty in articulation <input type="checkbox"/> Incoherent
7. Written Communication <input type="checkbox"/> Excellent writing skills <input type="checkbox"/> Good writing skills <input type="checkbox"/> Average writing skills <input type="checkbox"/> Poor writing skills	8. Level of interest <input type="checkbox"/> Exhibits high interest <input type="checkbox"/> Often interested <input type="checkbox"/> Seldom interested <input type="checkbox"/> Lacks interest	9. Motivation <input type="checkbox"/> Highly self-motivated <input type="checkbox"/> Sometimes motivated <input type="checkbox"/> Seldom motivated <input type="checkbox"/> Lacks motivation
10. Ability to follow rules and directions <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	Identify the strengths and skills that will most promote this student's success in our program: (Check all that apply) <input type="checkbox"/> Oral Communication <input type="checkbox"/> Time Management <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Written Communication <input type="checkbox"/> Research Technique <input type="checkbox"/> Career Awareness <input type="checkbox"/> Computer/Technology	
Overall Recommendation for the program:		
<input type="checkbox"/> <i>Very Highly Recommended (top 5%)</i> <input type="checkbox"/> <i>Highly Recommended (top 10%)</i> <input type="checkbox"/> <i>Recommended</i>	<input type="checkbox"/> <i>Recommended with reservations</i> <input type="checkbox"/> <i>Not Recommended</i>	

State the reasons why you are recommending this student:
