



# CITY OF HOUSTON SUMMER JOBS PROGRAM APPLICATION



**Applications are due no later than Monday, May 5th**

Applications may be emailed, faxed, mailed, or hand-delivered. Confirmation of receipt will be emailed to applicant.

*Save document as (Last Name, First Name SJP)*

PERSONAL INFORMATION				
Last Name	First Name		Middle Initial	Last 4 digits SSN:
Address		Apt. #	City	State
Zip Code				
Home Phone	Cell Phone	Email Address		
Grade Level for 2013-14 School Year (Please Circle)		School Currently Attending		Date of Birth
10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> College    Not in School				
Are you or your family eligible to participate in free lunch, food stamps/SNAP, Temporary Assistance for Needy Families (TANF) or similar programs?    ___ Yes    ___ No				

AREAS OF INTEREST		
The City of Houston Summer Jobs Program offers a variety of work experiences. Review each area below, then select the areas in which you would like to participate, in order of preference, from 1 – 5, with 1 being your top choice. Efforts will be made to place you in one of your areas of interest.		
<input type="checkbox"/> Health and Human Services <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Library Operations and Support <input type="checkbox"/> City Council/Government <input type="checkbox"/> Human Resources <input type="checkbox"/> Finance <input type="checkbox"/> Solid Waste Management <input type="checkbox"/> Neighborhood Beautification (light Landscaping, garden maintenance, community clean-up)	<input type="checkbox"/> Computers/MS Office Software <input type="checkbox"/> Social Media (i.e., Facebook, Twitter) <input type="checkbox"/> Municipal Courts Operations <input type="checkbox"/> Construction/Design <input type="checkbox"/> Pool Gate Attendant <input type="checkbox"/> Park Management Aides (requires knowledge of basic lawn care tools and equipment) <input type="checkbox"/> Communications/Graphic Arts (for college students in Communications/Graphics)	<input type="checkbox"/> Office/Clerical <input type="checkbox"/> Public Works and Engineering <input type="checkbox"/> Parks Community Center Recreation Assistants (for high school seniors or college students with 3 months recreation experience) <input type="checkbox"/> Parks Planning (for college students interested in urban and parks planning)
List any honors or special recognitions you have received: _____ _____		
List any hobbies or clubs in which you are a member: _____ _____		
Are you available to work flexible hours, as early as 6:00 a.m., or as late as 6:30 p.m.? ___ Yes    ___ No	Are you willing to work outside? ___ Yes    ___ No	Transportation Assistance Needed? ___ Yes    ___ No

EMPLOYMENT HISTORY				
(Please start with the most recent employer)				
Employer		Name of Supervisor		Telephone Number
Address			City	State Zip Code
Date Started	Date Ended	Responsibilities		
EMPLOYMENT HISTORY CONTINUED				
Employer		Name of Supervisor		Telephone Number
Address			City	State Zip Code
Date Started	Date Ended	Responsibilities		

**Criminal Background:** A criminal background check will be conducted for program applicants. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No

If yes, please describe: \_\_\_\_\_

**In addition to completing this application, please include the following:**

- Please provide answers to the following questions (attach a separate sheet):
  1. Why should you be selected for this work experience opportunity? (250 words or less)
  2. How can you help make Houston better? (250 words or less)
- Provide 2 references, including phone numbers, that can attest to your character, work ethic, and commitment to participating in the City of Houston Summer Jobs Program. Reference letters can be attached.

**Statement of Understanding:**

- Applications are due no later than **Monday, May 5th**. Applications may be faxed to 713-773-6010, scanned/mailed to intern@serhouston.org, or mailed/hand-delivered to SER – Jobs for Progress at 201 Broadway St., Houston TX, 77012, or the Houston Area Urban League at 5320 Griggs Rd., 77021 (Palm Center). Applications will be reviewed on a rolling basis.
- Interviews do not guarantee a slot in the City of Houston Summer Jobs Program.
- Participation in a 1 week job readiness training is required prior to reporting to a City of Houston work assignment.
- Students will be asked to provide the most recent report card, if selected for an interview.
- *The City of Houston Summer Jobs Program is an equal opportunity program and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, or other non-merit factor.*

*All facts provided on this application, in any resume or other materials I have submitted, and during any program interviews, are true and complete. Any false or misleading statement, misrepresentation, or omission of fact on this application, resume or other materials I have submitted, and/or during any program interview, will be grounds for not receiving an offer to participate in the SER Summer Work Experience program, or, if any offer was extended and accepted, immediate termination.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if under 18 years of age)

\_\_\_\_\_  
Date