

Upper Valley Local Government Management Internship Program 2014 Application for Consideration

Personal Data

Student Name: _____ Sex: ___ M ___ F

Permanent Home Street Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Date of Birth: _____ Do you have a work permit? ___ Yes ___ No

Email Address: _____ Do you have social networking sites? ___ Yes ___ No

Parents Names _____

Parents Address(es) _____

Parent Email _____ Cell Phone _____ Home Phone _____

Parent Email _____ Cell Phone _____ Home Phone _____

Emergency Contact (If different than Parents - Name, Address and Phone#): _____

Can you work 12 to 24 hours per week between June 1 and August 15, 2013? ___ Yes ___ No

Academic Information

High School Name: _____

Expected Graduation Date: _____ Principal's Name _____

Mailing Address: _____

Cumulative GPA: _____ (must be at or above 3.0 to apply) Current Grade Level _____

Are you currently enrolled in dual enrollment or post-secondary option? ___ Yes ___ No

If Yes, Please list courses that you have taken and the grade you received in the class (copy of your transcript should be attached to the application. If you need additional space, please attach a typed list with the information below):

Course Name _____ Professor _____ Grade _____

Course Name _____ Professor _____ Grade _____

Course Name _____ Professor _____ Grade _____

Expected College Major(s): _____

Extracurricular Activity Sponsorship

Check any of the following which you have participated in:

- | | | |
|------------------------|-------------------------|------------------|
| ___ Plays | ___ Journalism | ___ Cheerleading |
| ___ Student Government | ___ Yearbook | ___ Baseball |
| ___ Clubs | ___ Cross Country/Track | ___ Softball |
| ___ Chorus | ___ Academia | ___ Golf |
| ___ Band | ___ Volleyball | ___ Basketball |

Other, Please List _____

Computer Skills: Please indicate your proficiency with various computer software applications such as Word, Excel, Access, website design software, Outlook, Lotus Notes, PowerPoint, Adobe Photoshop, etc.

Other Unique Skills and Talents: Please describe your unique talents and skills (video editing, musical composition, singing, dance, graphic arts, etc.)

Employment Experience

Employer Name _____ *Dates Employed* _____

Address _____ Phone _____

Email _____ Fax # _____

Supervisor _____ Website _____

Employer Name _____ *Dates Employed* _____

Address _____ Phone _____

Email _____ Fax # _____

Supervisor _____ Website _____

References: Please list a minimum of one (1) High School Teacher/College Professor, One (1) Community Member, and one (1) additional person of the student's choice (school administrator, coach, clergy, etc.).

Name of Reference: _____ Phone Number: _____ Relationship _____

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What does my signature mean? It is understood and agreed that the county educational service center, or representative from my prospective internship site, may contact former employer(s) and high school/college faculty for verification of my employment history, academic history, and references. I hereby consent to such inquiries. Furthermore, I understand that this is an unpaid internship opportunity.

I understand that falsification of any and all information on this application shall result in my being disqualified from participating in the internship program. By affixing my signature, I agree to the conditions listed on this application and the associated internship job description.

Signature of Student Applicant

Date of Application for Internship

Parental Consent and Notification: If the applicant is under the age of 18, parents are required to sign below. By doing so, parent(s) are certifying that they are aware of the parameters outlined in this application and the associated internship job description. Furthermore, by affixing my signature I am hereby consenting to my child's participation in the internship selection and placement process.

Signature of Custodial Parent(s)

Date of Signature

Signature of Custodial Parent(s)

Date of Signature

Additional Materials Needed to Complete the Application Process:

In addition to a completed application form, applicants are required to submit three (3) letters of recommendation and a certified copy of high school/collegiate transcripts.

THANK YOU FOR YOUR TIME AND INTEREST

SUBMIT YOUR APPLICATION TO THE APPROPRIATE COUNTY CONTACT LISTED BELOW

<p><u>Shelby & Miami County Applications:</u> Cindy Kendall, Shelby County ESC Attn: UMV Internship Application 129 East Court Street Sidney, Ohio 45365 (937)-498-1354</p> <p>Applications Due: May 2, 2014</p>	<p><u>Logan County Applications:</u> Logan County Educational Service Center Jennifer Frederick, Gifted Coordinator 121 South Opera Street Bellefontaine, OH 43311-2057 (937) 599-5195</p> <p>Applications Due: May 2, 2014</p>
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ATTACHMENT A: SAMPLE STUDENT PROJECTS

Planning and Zoning:

- Administrative Checklist, and Development of Commercial Signs/Billboards Inventory and Database
- Conversion of paper land use maps to GIS and creation of property tax data base
- Assist with Creation of Zoning Hearing Checklist

Human Resources:

- Updating of Personnel Policies and Employee Handbook

Judicial/Criminal Justice:

- Research on Alternatives of Incarceration and Assistance to Multi- Agency Task Force on Recidivism
- Planning of Bike Safety Course
- Creation of Bike Safety Brochure, Marketing, and Registration

Parks and Recreation:

- Updating of city's 5-year Parks and Recreation Plan, and Updating of the city's Forestry Management Plan
- Development of Comparative 10-year Playground Equipment Replacement Plan;
- Development of Recommendations Regarding Parks Hiking Trail Usage;
- Proposal for a Disc Golf Park (Costs & Usage Rates)
- Labor Day Parade Registration & Confirmation
- YouTube Video of Fourth of July Parade (Shooting, Editing, and Screening)

Soil & Water Conservation District:

- Transfer New Content to Website
- Assist with Development of New Facebook Page & YouTube Educational Videos
- Create prototype fair display and PowerPoint presentation
- Transfer Paper Inventory to Excel Format

Public Works:

- Street Sign Inventory and GPS Identification Data Base

County Commissioners:

- Citizen Satisfaction Survey;

Police Department:

- Research and Compilation of Documents for National Accreditation

Fire Department:

- Community Survey on Fire/Rescue Services, and Emergency Medical Services Grand Funding Research

City Auditor:

- Expense Category Reports – Charts, Graphs, and Summary
- Arts in the Park Fund Raiser

Clerk of Court

- Office of the Clerk of Court – Community Brochure
- Domestic Violence Awareness Week – Display & Handouts