



Summer at City Hall Application Instructions

The Summer at City Hall program is a partnership between the City of Woodland and the Woodland Joint Unified School District to provide incoming high school juniors and seniors with opportunities to develop job skills and foster an interest in leadership skills development and in civic matters. The program runs June 18 through July 6.

- Students will participate in civic-centered educational opportunities, including job shadowing and tours of facilities, at Woodland City Hall, Monday - Friday, 9:00 a.m. to 3:00 p.m.
- Students will receive 5 elective credits and a \$100 stipend at program completion. (Full attendance is required to receive the stipend)
- Lunch will be provided.
- Transportation to field trips will be provided.

ELIGIBILITY CRITERIA

Successful candidates must be an incoming high school junior or senior. He or she must possess good character with a desire to learn more about leadership and civic matters. The candidate must be ready to commit to the 3-week program during the summer recess.

APPLICATION PROCESS

- A. Applicant must submit a fully completed application and ALL requested information by mail, email, or walk-in.
- B. The following must be enclosed with the application:
A one-page essay, typed, double-spaced, addressing the following:
 - i. How this opportunity will help prepare you for the future
 - ii. What you are looking forward to most about participating in this program
 - iii. A summary of your volunteer and work experience
- C. Applications and additional requested information must be postmarked, emailed, or walk-in by Friday, **April 27, 2018** and addressed to:

Jacob Holt, Director of Secondary Education
Woodland Joint Unified School District
435 6th Street
Woodland, CA 95695
530-406-3155 / jacob.holt@wjusd.org

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applicants who are selected for an interview will be notified via email by **May 4, 2018**. At that time the candidate will be notified of interview date and time.

Summer at City Hall Application

APPLICANT INFORMATION:

Applicant Last Name:	Applicant First Name:	
Mailing Address:		
Phone Number:	Cell Phone Number:	
Date of Birth:	Current Grade in School:	Current School Attending:
Email Address:		

Do you have transportation? Yes No

T-Shirt Size: XS S M L XL XXL

EMERGENCY CONTACTS:

Name:	Relationship:
Address:	Cell/Work Phone Number:

Name:	Relationship:
Address:	Cell/Work Phone Number:

Reference

Name:	Relationship:
Address:	Cell/Work Phone Number:

Name:	Relationship:
Address:	Cell/Work Phone Number:

Select three (3) department preferences for job shadowing:

- City Management
 Community Development
 Engineering
 Fire Department
 Finance and IT Services
 Library
 Parks and Community Services
 Police
 Utilities
 Waste Water/Storm Water

I understand that I am committing to a 3-week program from June 18 - July 6, 2018 and that full attendance is required to receive the 5 elective credits and the \$100 stipend.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____