



Moreno Valley Summer at City Hall APPLICATION INSTRUCTIONS

The *Summer at City Hall* program is a partnership between the City of Moreno Valley and Val Verde Unified School District to provide incoming high school seniors at Rancho Verde High School with opportunities to develop job skills and foster an interest in leadership skills development and in civic matters. Fifteen students will be selected to participate. The program runs June 12 through July 6.

- Students will attend class at Moreno Valley City Hall, Monday –Thursday, 8 a.m. to noon.
- Students work in an internship in a City Department, Tuesdays and Thursdays, 1p.m. to 4p.m.
- Students will receive a \$300 stipend at program completion.
- Students will receive 15 community service hours.
- Lunch will be provided.
- Transportation to field trips will be provided.
- Orientation is scheduled for June 8.

ELIGIBILITY CRITERIA

Successful candidates must be an incoming high school senior and possess a **minimum GPA of 2.0**. 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 a 4-week paid internship program within a City department 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:
 1. Two recommendation letters. (Teacher, Guidance Counselor, School Administrator, or faith-based leader)
 2. A one-page essay, typed, double-spaced, addressing the following:
 - How this opportunity will help prepare you for the future
 - What you are looking forward to most about participating in this program
 - How will your participation be a benefit to the community
- C. Copy of school issued identification card.
- D. Enrollment at Rancho Verde High School will be verified. Applications and additional requested information must be post marked, emailed, or walk-in by **Friday, April 14, 2017** and addressed to:

Shanna Palau, Management Analyst
City of Moreno Valley
14177 Frederick St.
Moreno Valley, CA 92552
951.413.3037 / shannap@moval.org

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applicants who are selected for an interview will be notified via email by **April 24, 2017.** At that time the candidate will be notified of interview date and time.



Moreno Valley Summer at City Hall APPLICATION

Current GPA: _____

Ethnicity: White Black Other
 Hispanic Asian

Applicant's Name:

Gender: Male
 Female

Last First Middle

Home Address

Number Street City Zip

Name of Parent/Guardian:

Last First

E-mail Address

Phone

Mobile

Birth Date

_____ Do you have transportation? _____ Yes _____ No

EMERGENCY CONTACT:

Contact Name:

Last First

Relationship:

E-mail Address

Phone

Mobile

Briefly describe any work or volunteer experience.

Work Experience	Year

Select three (3) department preferences for internship (Descriptions can be found at www.moval.org):

- Animal Services (transportation required)
- City Clerk
- City Attorney
- Community Development
- Economic Development
- Fire Department
- Finance and Management Services
- Parks and Community Services
- Public Works
- Library (transportation required)

I understand that I am committing to a 4-week program which includes a paid internship program from June 12 - July 6, 2017.

Student Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____