

Moreno Valley Summer at City Hall APPLICATION INSTRUCTIONS

Summer at City Hall 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, further the development of leadership skills, and create an understanding of local government and civic matters. Fourteen students will be selected to participate.

Summer at City Hall is a 4-week program: June 10 through July 9.

- Students and parents attend orientation June 6, 2019, 6 p.m.
- Students attend sessions at Moreno Valley City Hall, Monday –Thursday, 8 a.m. to noon.
- Students work 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.

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, government 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 letters of recommendation (Teacher, Guidance Counselor, School Administrator, or faith leader)
 2. A one-page essay, typed, double-spaced, addressing the following:
 - A description of your strengths
 - How this opportunity will help prepare you for the future
 - What you are looking forward to most about participating in this program
- C. Copy of school issued identification card.
- D. Applications and additional requested information must be post marked, emailed, or walk-in by **4:30 p.m. on Friday, April 26, 2019** and addressed to:

Renee Bryant, Management Aide
City of Moreno Valley
14177 Frederick St.
Moreno Valley, CA 92552
951.413.3037 / reeneb@moval.org

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
INTERVIEWS WILL BE SCHEDULED BY RANCHO VERDE HIGH SCHOOL.**



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

E-mail: _____ Cell Phone: _____

Name of Parent/Guardian: _____
 Last First

E-mail: _____ Phone: _____ Cell phone: _____

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) preferences for internship (Descriptions can be found at www.moval.org):

- | | | | |
|--|---|--|---|
| <input type="radio"/> Animal Services

<input type="radio"/> Capital Projects

<input type="radio"/> City Clerk

<input type="radio"/> City Manager's Office | <input type="radio"/> Code Enforcement

<input type="radio"/> Community Development

<input type="radio"/> Economic Development

<input type="radio"/> Electric Utility | <input type="radio"/> Office of Emergency Management

<input type="radio"/> Financial and Management Services

<input type="radio"/> Library

<input type="radio"/> Maintenance and Operations | <input type="radio"/> Media and Communications

<input type="radio"/> Parks and Community Services

<input type="radio"/> Purchasing, Facilities and Mail Services

<input type="radio"/> Special Districts |
|--|---|--|---|

I understand that I am committing to a 4-week program which includes a paid internship program from June 10 - July 9, 2019.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____