



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 and Citrus Hill High School with opportunities to develop job skills and foster an interest in leadership development and in civic matters. Fourteen students will be selected to participate. Program is June 13 through July 21.

- 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 5 elective credits.
- Lunch 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 and civic matters. The candidate must be ready to commit to a six 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 from a teacher, guidance counselor or other school administrator.
 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 in either Rancho Verde High School or Citrus Hill High School will be verified by Val Verde Unified School District. Applications and additional requested information must be post marked, emailed, or walk-in by **Friday, April 15, 2016** 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.

Successful recipients will be notified via letter, or email by **April 25, 2015**. At that time the candidate will be notified of interview date and time.

[Type text]





Moreno Valley Summer at City Hall APPLICATION

High School _____

Ethnicity: White Black Other
 Hispanic Asian

Applicant's Name: _____ Gender: _____
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 experience.

Work Experience	Year

Select three (3) department preferences for internship:

- Animal Services
- City Clerk
- City Attorney
- Community Development
- Economic Development
- Fire Prevention Department
- Finance and Management Services
- Parks and Community Services
- Public Works
- Library

I understand that I am committing to a six-week curriculum based and paid internship program from June 13 - July 21, 2015.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

[Type text]

