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:
      o How this opportunity will help prepare you for the future?
      o What you are looking forward to most about participating in this program?
      o 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.
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.

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Select three (3) department preferences for internship:

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

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: ____________