

# *City of Vicksburg*

## *Application for Employment*

### **Summer Intern Program**

Name \_\_\_\_\_

The City of Vicksburg is an “At-will” Employer!!



**Mailing Address:**

**City of Vicksburg  
Department of Human Resources  
1415 Walnut Street  
P.O. Box 150  
Vicksburg, MS 39180**

**Name** \_\_\_\_\_  
*Last First Middle*

**Present Address** \_\_\_\_\_  
*St.No. Street Name City State Zip Code*

**Telephone Number** \_\_\_\_\_  
*Home Cell Other*

**List any friends or relatives working for the City of Vicksburg**

Check Appropriate Box:		
Friend	Relative	Relationship

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you been employed by the City of Vicksburg Before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, \_\_\_\_\_  
*Department Supervisor Dates of Employment*

If hired, on what date will you be available to start work? \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

**Education Background**

Type of School	Name & Address	No. Years Attended	Graduated		Course or Major
High School			Yes	No	
College			Yes	No	
Post College			Yes	No	
Business/Trade			Yes	No	
Other			Yes	No	

**Personal References (Excluding former employees or relatives)**

Name & Occupation	Address	Home Phone	Work Phone
1. _____			
2. _____			
3. _____			

**Work – Experiences** *(List current work experience first)*

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			
<b>Job Title/ Duties</b>				

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			
<b>Job Title/ Duties</b>				

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			
<b>Job Title/ Duties</b>				

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			
<b>Job Title/ Duties</b>				

May we contact the employers listed above? \_\_\_\_\_

Job Skills
1.
2.
3.

**I hereby certify** that this application contains no willful misrepresentation or falsifications and that the information given by me is true and complete to the best of my knowledge. I understand that any deliberate falsification or withholding of material facts, written or verbal, will subject me to disqualification from employment with or dismissal from the City of Vicksburg. I agree that the City or its agents may thoroughly investigate and inquire into and examine any records concerning criminal, employment, and/or school records. My signature is my authorization for the City to conduct the aforementioned investigations as well as any drug test policy that may be in place.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Applicant*

**\*Note: This Application will be in our active files for six (6) months from the listed date above**

The City of Vicksburg is proud to announce that it will host a Summer Youth Program for the Summer of 2017. Although the Program is not as large as the city would like, it will give some students an opportunity to work.

To begin the process for high school students, the students must complete an application and student profile page form. Once completed, **the application packet may be turned in to the City's Human Resource Department which is located at 1415 Walnut Street, Suite 100. An incomplete packet will not be accepted.** If Application Packet is mailed, the City **will not be responsible** if not received by the deadline. No exceptions.

To begin the process for college students, the student must complete an application and student profile page form. A transcript must also be turned in with the completed application. **Application packet must be received by the City Human Resource Department on or before May 10, 2017. An Incomplete Application Packet will not be accepted.** If Application packets are mailed, the City **will not be responsible** if not received by the deadline. There will be no exceptions.

The students chosen will work 24 hours per week for a total of six (6) weeks. The Students will not receive any city sponsored benefits.

## **The Minimum Requirements Are As Follows:**

- MUST BE AN UPRISING SENIOR OR COLLEGE STUDENT
- MUST HAVE A MINIMUM GRADE POINT AVERAGE OF 2.5
- MUST LIVE OR BE A RESIDENT OF THE CITY OF VICKSBURG
- MUST GO THROUGH INTERVIEW PROCESS
- MUST PASS THE DRUG SCREENING.



# Summer Youth 2017 Job Application Form

## Student Profile Page

1. Are you involved in any extracurricular activities, social clubs, honor groups, etc? \_\_\_\_\_

---

---

2. Do you have a face book page, if so what's your account name? \_\_\_\_\_

3. List any honors or recognitions you have received \_\_\_\_\_

---

4. What are your career interests? \_\_\_\_\_

5. If chosen, what are you looking to gain from the Summer Youth Program?

---

---

---

---

6. What are your hobbies or special interests? \_\_\_\_\_

---

---

---

7. Are you willing and/or able to perform outside duties/labor? If yes, check here \_\_\_\_\_. If no, explain why \_\_\_\_\_.

# APPLICATION CHECKLIST

Please make sure all items have been completed before submitting application

Completed and signed application \_\_\_\_

Completed Student Profile Form \_\_\_\_

Copy of Transcript \_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

MAJOR: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Copy of Transcript