



**THE CITY OF HOPKINSVILLE
SUMMER IN THE CITY
INTERNSHIP PROGRAM**

PROGRAM DESCRIPTION & REQUIREMENTS

The ***Summer in the City Internship Program*** is a cooperative effort of the City of Hopkinsville and high schools located in Christian County. This program seeks to offer students the opportunity to learn more about city government while gaining experience in career fields such as journalism, information technology, video/television production & editing, law, history, and archiving.

Up to four (4) interns will be selected to participate in the program. Those interns who successfully complete at least 60 participation hours during the course of the three-week program will receive **a \$500 Mayor's Scholars stipend** and a letter of recommendation. Interns who fail to successfully complete the program will not receive a stipend. To be eligible for the program, an applicant must:

- ❖ demonstrate interest in future employment in the public sector
- ❖ be a high school junior or senior (Class of 2011 or 2012) at the time of selection
- ❖ be a Christian County resident
- ❖ be 16 years old by June 1, 2011
- ❖ be selected through a competitive application and interview process
- ❖ be responsible for providing their own transportation to and from work

Some program projects include:

- ❖ completing workplace readiness and interview technique training
- ❖ conducting research for new and continuing municipal legislation
- ❖ assisting with the entry of archival material into databases and files
- ❖ assisting with conducting community outreach and constituent services
- ❖ providing administrative support
- ❖ attending hearings or community meetings

APPLICATION INSTRUCTIONS

Use the following checklist to be certain that all requested information has been provided. Make a copy of your complete application, including these instructions, for your personal records before submission to the City. All application materials must be typed or printed legibly in ink.

Each complete application package must include the student's:

- | | |
|---|--|
| <input type="checkbox"/> completed application form | <input type="checkbox"/> signed parental permission form |
| <input type="checkbox"/> personal essay | <input type="checkbox"/> photograph |
| <input type="checkbox"/> educational transcript from his/her school | |

Incomplete application packages will not be considered. There are no provisions for accepting applications by fax or e-mail. Completed application packages, including all required documentation, **must be received no later than 4:30 p.m. on April 16, 2012**, at the City of Hopkinsville, Mayor's Office, Attention: Summer in the City Internship Program, P.O. Box 707, Hopkinsville, KY 42241.

Application finalists meeting all program requirements may be offered a personal interview. If an interview is offered, it will be conducted **April 17** through **April 24**. Intern selection notices will be mailed to all applicants by **May 7**. Selected applicants will receive additional information and instructions at that time. The program will be held from **May 29** until **June 15**.

Any questions related to the ***Summer in the City Internship Program*** should be directed to Nikki Radford by e-mail at nradford@hopkinsvilleky.us or by phone at 890-0215. Program application forms are also available for download at www.hopkinsvilleky.us/summer.



**THE CITY OF HOPKINSVILLE
SUMMER IN THE CITY
INTERNSHIP PROGRAM APPLICATION**

All applications must be typed or printed legibly in ink.

Today's Date: _____

Last Name: _____ First Name: _____

Home Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ Length of residence in Christian Co.: _____

Email Address _____

Grade by May 2012: (circle one) Jr. Sr. Will you be 16 by June 1st?: (circle one) Yes No

Which school do you attend? (circle one) CCHS HCA HHS UHA

List school and community involvement (ex. club memberships, leadership positions, teams).

Indicate special awards and recognition.

List your computer skills/program knowledge.

Attach a brief essay (300 words maximum) about why you should be selected as a City of Hopkinsville summer intern. Please indicate which areas of the program interest you most.

Do Not Write In Box Below

City of Hopkinsville: ___ Accept ___ Do Not Accept ___ Pending

Parental Consent: Yes ___ No ___ Transcript: Yes ___ No ___ Essay: Yes ___ No ___

COH Interviewer(s): _____

Intern Location: _____

Site Liaison: _____



**THE CITY OF HOPKINSVILLE
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INTERNSHIP PROGRAM PARENT CONSENT FORM**

A **parent** or **legal guardian** of any student applying to participate in this program must read this form, sign it, and return it to the Mayor's Office with the student's application and essay no later than **April 16, 2012**.

I grant my permission for school officials to provide a current educational transcript and understand that the transcript may be used in the selection process.

I am aware that this is a highly competitive program with only a few students receiving selection. If selected, I understand that my son/daughter will be offered the opportunity to participate in this program. If the offer is accepted, my son/daughter agrees to participate for the duration of the program.

I understand my son/daughter must successfully complete the program to be eligible to receive any stipend.

I authorize the city to photograph my son/daughter and to publish those photographs and student comments on the city's website and/or in other publications.

I understand that my son/daughter will be responsible for his/her own transportation to and from the Lackey Municipal Building each day.

I have reviewed and concur with the information provided by my son/daughter in completing the application materials and will attest to its accuracy and truthfulness.

Parent/Guardian's Signature

Date

Parent/Guardian's Printed Name

Mailing Address

Apt.

City

State

Zip Code

Home Phone

Work Phone