

**CITY OF VICKSBURG**  
**SUMMER EMPLOYMENT PROGRAM**

\_\_\_\_\_ **Enrolled College Student**

\_\_\_\_\_ **Graduating High School Senior**



**Mailing Address:**  
**City of Vicksburg**  
**Department of Human Resources**  
**1415 Walnut Street, Suite 100**  
**Vicksburg, MS 39180**

**Application Deadline is May 12, 2023**

# CITY OF VICKSBURG

## SUMMER EMPLOYMENT PROGRAM

### Application for Interns

The City of Vicksburg is proud to announce that it will host a Summer Employment Program for enrolled college students and graduating high school seniors, **who have not been previously employed as a summer/student employee intern**. The program is designed to give students an opportunity to gain meaningful municipal work experience.

Prospective interns must complete an application and provide a copy of their most recent **certified** transcript, **that indicates his/her cumulative grade point average**.

The completed application packet must be returned to the City's Department of Human Resources, 1415 Walnut Street, Suite 100, Vicksburg, MS 39180.

If the application packet is mailed, the application must be postmarked on or before **the deadline date (Thursday, May 12, 2023)** and mailed to Department of Human Resources at the above address. There will be no exceptions.

**An incomplete packet will not be considered for employment.**

The intern will not receive any City sponsored benefits.

The employment requirements are listed below:

- Must be a graduating high school senior or college enrolled student
- Must attach most recent certified transcript, that indicates cumulative grade point average of at least 2.0
- Must be a resident of the City of Vicksburg or Warren County.
- Must participate in an interview process.
- Must pass a drug screen
- Must have reliable transportation.
- Must not have been previously employed as a summer/student employee/intern.

***NOTE: For questions, please contact the Human Resources Office 601-631-3710***

City of Vicksburg -- Summer Employment Program

<b>Name</b>				
<i>Last</i>	<i>First</i>	<i>Middle</i>		
<b>Present Address</b>				
<i>Street No.</i>	<i>Street Name</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<b>Telephone Number</b>				
<i>Home</i>		<i>Cell</i>	<i>Other</i>	

List any friends or relatives working for the City of Vicksburg	Check appropriate box		
	Friend	Relative	
1.			
2.			
3.			

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

If yes, \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

*Department*
*Supervisor*
*Dates of Employment*

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
			Yes	No	
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	ADDRESS	Home Phone	Work Phone	Mobile, if desired

## Summer Employment Application

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

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2. Do you have a Facebook page? If so, what's your account name?

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3. List any honors or recognitions you have received?

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4. What are your career interests?

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5. If chosen, what do you hope to gain from the Summer Youth Program?

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6. What are your hobbies or special interests?

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7. Are you willing and/or able to perform outside duties/labor? If yes, check here. \_\_\_\_\_.  
If not, please explain why?

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