

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 Friday, May 10, 2019

CITY OF VICKSBURG

SUMMER EMPLOYMENT PROGRAM

Application

THE CITY OF VICKSBURG IS PROUD TO ANNOUNCE THAT IT WILL HOST A SUMMER EMPLOYMENT PROGRAM FOR CURRENTLY ENROLLED COLLEGE STUDENTS AND GRADUATING HIGH SCHOOL SENIORS. THE PROGRAM IS DESIGNED TO GIVE STUDENTS AN OPPORTUNITY TO GAIN MEANINGFUL MUNICIPAL WORK EXPERIENCE.

PROSPECTIVE STUDENTS MUST COMPLETE AN APPLICATION AND PROVIDE A CERTIFIED COPY OF THEIR MOST RECENT TRANSCRIPT (THAT INDICATES HIS/HER CUMULATIVE GRADE POINT AVERAGE (GPA)).

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 (FRIDAY, MAY 10, 2019) 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 NOT HAVE PREVIOUSLY BEEN EMPLOYED WITH THE CITY OF VICKSBURG.
- MUST BE A GRADUATING HIGH SCHOOL SENIOR STUDENT OR A CURRENTLY ENROLLED COLLEGE STUDENT.
- MUST ATTACH A CERTIFIED, VERIFIED AND MOST RECENT TRANSCRIPT IN A SEALED ENVELOPE.
- MUST HAVE A MINIMUM CUMULATIVE GPA OF 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.
 - IF NO DRIVER'S LICENSE, THEN MUST PROVIDE A LETTER FROM PARENT INDICATING MODE OF TRANSPORTATION.
- MUST PRESENT AN OVERVIEW OF WORK EXPERIENCE AS PART OF EXIT PROCESS.

NOTE: For questions, please contact the Mayor's Office at 601.801.3566

City of Vicksburg -- Summer Employment Program

Name					
<i>Last</i>	<i>First</i>	<i>Middle</i>			
Present Address					
<i>Street No.</i>	<i>Street Name</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Telephone Number					
<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	Relationship	
1.					
2.					
3.					
Have you been employed by the City of Vicksburg Before? Yes No					
If yes,			From:	To:	
<i>Department</i>		<i>Supervisor</i>	<i>Dates of Employment</i>		
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 Yes / No		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	ADDRESS	Home Phone	Work Phone	Mobile, if desired	



Summer Employment Application

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

2. What are your career interests?

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

4. What are your hobbies or special interests?

5. Are you willing and/or able to perform outside duties/labor? ____ Yes ____ No

If not, please explain why? _____
