



MARION BARRY YOUTH LEADERSHIP INSTITUTE

PROGRAM ASSISTANT APPLICATION PROGRAM YEAR 2017

Applicants must be residents of the District of Columbia, 18 to 24 years of age, have a High School Diploma/GED, and be registered and certified for the 2017 Marion S. Barry Summer Youth Employment Program. For additional information, please contact david.williams3@dc.gov.

Deadline to submit the Program Assistant Application is Friday, March 31, 2017.

PERSONAL INFORMATION (Please print or type.)

Name _____
(Last) (First) (Middle)

Home Address _____ Apt. # _____

(City) (State) (Zip Code) Ward _____

Social Security Number _____ Telephone No. () _____

Birth date ___/___/___ Age _____ Gender Male Female Email: _____

Parent/Guardian's Name _____ Relationship _____

Home Telephone No. () _____ Cell () _____

Address _____
(City) (State) (Zip Code)

Name of College, University, or School you are or will be attending:
_____ Classification _____

In case of emergency, whom should we contact?

Name _____ Relationship _____

Address _____ Telephone No. () _____
(City) (State) (Zip Code)

How did you learn about this position? _____

HEALTH INFORMATION

Do you have any medical or physical conditions that would affect your participation in certain activities? Yes No

If yes, explain. _____

Do you have any dietary restrictions? (medical, religious, other)

Yes No If yes, explain. _____

Do you have any allergies?

Yes No If yes, explain. _____

Are you currently taking any prescription medication?

Yes No If yes, explain. _____

Please answer all questions, you may attach your resume.

WORK EXPERIENCE/VOLUNTEER EXPERIENCE

List any work experience you have had with teens.

Give an example of your ability to mediate a conflict between teens.

TALENTS AND INTERESTS

List your extracurricular activities, hobbies, and interests.

HONORS AND AWARDS

List your honors and awards.

CAREER GOALS

Describe your career plans.

PERSONAL STATEMENT (This statement should be at least eight sentences. Please note that there are no right or wrong responses, so feel free to answer openly and honestly. You may type and attach your response.)

What life experiences have prepared you to serve in the capacity of a Program Assistant with the Marion Barry Youth Leadership Institute (MBYLI) and how will it help you contribute to our purpose and mission statement?

Please see attachment for the appropriate Reference Forms REQUIRED for New and Returning applicants

Ranking Factor questions are used to obtain additional information regarding an applicant's specialized experience. Specifically, applicants must demonstrate their knowledge, skills, and abilities relative to the position for which they are applying. Serving as a preparatory tool for applying to DC Government Jobs, please type an answer for the following (refer to the hyperlink for formatting): Please describe your skills in oral and written communication. **Please also provide examples of work-related instances in which you had to write, edit, and present information to supervisors and/or to peers.**

Please check your shirt size (one size only)

- Medium Large X-Large XX-Large XXX-Large

My signature affirms the completeness and accuracy of all of the information I have provided in this application.

Applicant's Signature

Date

NOTE: To be considered an eligible Summer Program Assistant candidate for MBYLI, you must be registered and certified for the 2016 Marion Barry Summer Youth Employment Program.

THE APPLICATION SUBMISSION DEADLINE IS FRIDAY, March 31, 2017.

The Office of Youth Programs (OYP) must receive your completed application by the deadline date - Friday, March 31, 2017. OYP is located on the 2nd floor at 4058 Minnesota Ave N.E., Washington D.C. 20019-3540. If submitting a hard copy, you must submit your completed application directly to a MBYLI Representative within OYP.

