



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF YOUTH PROGRAMS**

Marion Barry Youth Leadership Institute

**PROGRAM ASSISTANT APPLICATION
PROGRAM YEAR 2016**

*Applicants must be residents of the District of Columbia, be 18 to 24 years of age, have a high school diploma or GED, and be registered and certified for the 2016 Marion S. Barry Summer Youth Employment Program (MBSYEP).
For additional information, please contact david.williams3@dc.gov.*

Application submission deadline: Friday, March 25, 2016 at 5:00 p.m.

PERSONAL INFORMATION (Please print or type)

Name _____
(Last) (First) (Middle)

Home Address _____ Apt. # _____

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

Social Security Number _____ - _____ - _____ Telephone Number () _____

Birth date - - Age _____ Gender _____ Email: _____
(Male) (Female)

Parent/Guardian's Name _____ Relationship _____

Telephone Number () _____ () _____
(Home) (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 Number () _____
(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 _____



In lieu of completing this page, you may attach your résumé. Please answer all questions.

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 interest. _____

HONORS AND AWARDS

List your honors and awards. _____

CAREER GOALS

Describe your career plans. _____



PERSONAL STATEMENT

(This statement should be at least 8 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 and how will it help you contribute to our purpose & 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 verbal 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 information provided in this application.

Applicant’s Signature

Date

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

APPLICATION SUBMISSION DEADLINE IS FRIDAY, MARCH 25, 2016 AT 5:00 PM.

This completed application must be received in the Office of Youth Programs by the deadline date and time. The Office of Youth Programs is located on the 2nd floor at 4058 Minnesota Ave N.E., Washington D.C. 20019-3540. If submitting a hard copy, it is imperative to submit the completed application directly to a Marion Barry Youth Leadership Institute Representative within the Office of Youth Programs.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Muriel Bowser, MAYOR**

**DEPARTMENT OF EMPLOYMENT SERVICES
Deborah Carroll, DIRECTOR**