

# MARION BARRY YOUTH LEADERSHIP INSTITUTE



## PROGRAM ASSISTANT APPLICATION PROGRAM YEAR 2018

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 2018 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 30, 2018.

### PERSONAL INFORMATION (Please print or type.)

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
(City) (State) (Zip Code) Ward \_\_\_\_\_

Last Four of SSN \_\_\_\_\_ 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, School, or Vocational Program you are or will be attending this Fall:

\_\_\_\_\_ 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, submit typed responses using appropriate headings, and include your resume as attachments.**

## WORK EXPERIENCE/VOLUNTEER EXPERIENCE

1. List any work experience you have had with teens.
2. Give an example of your ability to mediate a conflict between teens.

## TALENTS AND INTERESTS

1. What extracurricular activities or interests do you have that can contribute to the engagement and prosperity of our youth leaders?

## CAREER GOALS

1. 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 must 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?

## RANKING FACTOR

1. Please provide examples of work-related instances in which you had to write, edit, and present information to supervisors and/or to peers.

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 appropriate response.

Refer to the link for formatting: <https://cfo.dc.gov/page/about-ranking-factors>

Please check your shirt size (one size only)

☐ Small ☐ 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 2018 Marion S. Barry Summer Youth Employment Program.

**THE APPLICATION SUBMISSION DEADLINE IS FRIDAY, March 30, 2018.**

The Marion Barry Youth Leadership Institute (MBYLI) must receive your completed application materials by the deadline date - Friday, March 30, 2018. MBYLI is located on the 2nd floor at 4058 Minnesota Ave N.E., Washington DC 20019. If submitting a hard copy, please submit your completed application materials directly to a designated MBYLI Representative within the Office of Youth Programs.

