

2020 Wanda Fullmore Youth Internship Program Application Packet



Information and Guidelines

Thank you for your interest in the Wanda Fullmore Youth Internship Program! This is a unique opportunity for Madison youth to learn about and become involved with their local government through a paid summer internship through which they will learn about civic engagement, city processes, and develop a project that connects their experiences with real-world issues. In 2020, Common Wealth Development will partner with the City to place 25 youth in summer internships.

Youth who are selected to participate in the program will receive:

- Mandatory pre-internship training
- An 8 – week summer internship opportunity
- Starting at \$10.50 per hour for employment and training
- Mandatory weekly professional development training
- Regular mentoring and support from their Common Wealth Development Mentor

Internship Opportunities may be with one of the following City Departments and Offices:

Clerk’s Office	Planning	Housing Division	Parks Division
Community Development	Engineering	Human Resources	Public Health
Civil Rights	Fire Department	Madison Public Libraries	Water Utility

IMPORTANT INFORMATION

Eligibility: To be eligible for the program, youth **must reside in the City of Madison limits** and must provide **proof of eligibility to work** in the United States. Youth are considered individually, and preference will be given to those entering the 11th or 12th grade for the 2020 – 2021 academic year and who face barriers to employment. **Interested youth and their parents/guardians must complete the attached application packet and submit it at any of our open interview meetings listed below** or directly to Common Wealth Development.

Open Interview Meeting Schedule: **MUST ATTEND ONE FOR CONSIDERATION!**

February 17: LaFollette HS 1, Room A39 @ 2:45p
702 Pflaum Road

February 19: East HS 1, LMC Purple @ 4:00p
2222 East Washington Avenue

February 24: Capital High East, @ 12:30p
1045 E Dayton Street

February 24: West HS 1, Room 2033 @ 2:45p
30 Ash Street

February 25: Capital High West, @ 12:30p
202 S Gammon Road

February 26: Memorial HS 1, Fox NBHD Center @ 4:00p
201 S Gammon Road

March 10: East HS 2, Room 1014/1016 @ 4:00p
2222 East Washington Avenue

March 12: LaFollette HS 2, Room A39 @ 4:00p
201 S Gammon Road

March 13: Shabazz HS @ 12:00p
1601 N. Sherman Ave

March 17: Memorial HS 2, LIT Center @ 4:00p
201 S Gammon Road

March 19: West HS 2, Room 2033 @ 4:00p
30 Ash Street

March 20: Urban League Job Fair, 10:00a-2:00p

March 26: Central Library, 2nd Floor Conf. Room @ 4:00p
201 W Mifflin Street

A complete application (which includes a Youth Application and Parent/Guardian Application with all required signatures) **MUST** be turned in to a Common Wealth Development staff member in order to be considered, **in addition to the completion of an interview during one of the designated open interview times.**

Common Wealth

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Youth Workforce Development Manager
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Wanda Fullmore Youth Internship Timeline

Application Process

February 17 – March 26

Open Interviews with
Interested Students

March 27 – April 3

Notify Selected Students

March 30 – April 20

Intake Meetings with Selected
Students

Spring/Summer Schedule

Pre-Summer Trainings and Events		
<i>* All students are required to attend both pre-internship trainings at their respective high schools or nearest location! *</i>		
April 20	2:45p-4:15p	Pre-Internship Training Part 1 (LaFollette H.S. Room A39)
April 21	4:00p-5:30p	Pre-Internship Training Part 1 (East H.S. Room 1014/1016)
April 22	4:00p-5:30p	Pre-Internship Training Part 1 (West H.S. Room 2033)
April 23	4:00p-5:30p	Pre-Internship Training Part 1 (Memorial H.S. Fox Neighborhood Center)
May 11	4:30p-6:00p	Meet & Greet with Department Supervisors (Madison Central Library Third Floor)
May 18	2:45p-4:15p	Pre-Internship Training Part 2 (LaFollette H.S. Room A39)
May 19	4:00p-5:30p	Pre-Internship Training Part 2 (East H.S. Room 1014/1016)
May 20	4:00p-5:30p	Pre-Internship Training Part 2 (West H.S. Room 2033)
May 21	4:00p-5:30p	Pre-Internship Training Part 2 (Memorial H.S. Literacy Center)

Pre-Placement Orientation Training		
<i>* all trainings and events will be held at the Madison Central Library Third Floor Community Rooms (301/302) *</i>		
June 15	11:00a-2:00p	Orientation Day 1
June 16	11:00a-3:00p	Orientation Day 2
June 17	11:00a-2:00p	Orientation Day 3
June 18	11:00a-2:00p	Orientation Day 4
June 19	11:00a-2:00p	Orientation Day 5
Week of June 22	n/a	Internships start! (<i>Specific date determined after placements are finalized</i>)
June 22	5:30p-7:30p	Kick-Off Celebration – *Families are invited!

Summer Trainings and Events		
<i>*all trainings and events will be held at the Madison Central Library Third Floor Community Rooms (301/302) unless otherwise noted*</i>		
June 26	11:30p-2:30p	Intern Professional Development #1
July 3	11:30p-2:30p	Intern Professional Development #2
July 10	11:30p-2:30p	Intern Professional Development #3
July 17	11:30p-2:30p	Intern Professional Development #4
July 24	11:30p-2:30p	Intern Professional Development #5
July 31	11:30p-2:30p	Intern Professional Development #6
End of July	TBD	Midsummer Gathering – Interns Only, *location to be determined*
August 7	11:30p-2:30p	Intern Professional Development #7
August 14	11:30p-2:30p	Intern Professional Development #8
August 17	5:30p-7:30p	End of Summer Event – *Families are invited!

2020 Wanda Fullmore Youth Internship Program Youth Application



Common Wealth
Development



This application must be submitted by the student, in person, at any of the open interviews. Please complete in full, leaving no spaces blank! Write N/A if necessary. When given options, please circle the appropriate selection.

First Name _____ M.I. _____ Last Name _____

Street Address _____ City _____ Zip _____

Primary Phone # _____ HOME / CELL (circle one) OWN / GUARDIAN (circle one)

Secondary Phone # _____ HOME / CELL (circle one) OWN / GUARDIAN (circle one)

Email Address _____ Date of Birth (MM/DD/YYYY) _____

Gender _____ Age _____ School _____

Will you have summer school? YES / NO / UNKNOWN (circle one) 2020-2021 Grade _____

Race/Self-Identification (check all that apply)

American Indian or Alaska Native

Asian

Black or African-American

Hispanic or Latinx

Middle Eastern or North African

Native Hawaiian or Other Pacific Islander

White or Caucasian

Other _____

Do you speak a second language? YES / NO (circle one) – If yes, which _____

Emergency Contact Information (parents, guardians, closest relatives):

1. Name _____ Relationship to You _____

Address _____ Language(s) Spoken _____

Primary Phone # _____ Secondary Phone # _____

2. Name _____ Relationship to You _____

Address _____ Language(s) Spoken _____

Primary Phone # _____ Secondary Phone # _____

Have you been in a job training program before? YES / NO (circle one) – If yes, please list the organization(s):

Do you have previous work, volunteer or internship experience? YES / NO (circle one) – If yes, list all starting with most recent; if currently employed, please write “present” as your end date:

1. Business/Organization _____ Dates Employed (mo/yr) _____ - _____

Primary Responsibilities _____

2. Business/Organization _____ Dates Employed (mo/yr) _____ - _____

Primary Responsibilities _____

Have you already applied for, been hired by, or accepted by any other summer jobs or internships?
YES / NO (circle one) – If yes, where?

List all summer commitments including family vacations, summer camps, sports, regular babysitting commitments, etc. with approximate dates. (Write **NONE** if there are no obligations and you are completely free this summer.)

Reference or Referral (**NOT** a parent/guardian, but may be a coach, teacher, community center staff person, previous employer, counselor, case worker, etc.)

1. Name _____ Relationship to You _____
Email _____ Primary Phone # _____
Organization _____ Title _____

Why do you think you would be a great fit for the Wanda Fullmore Youth Internship Program?

Please initial the following statements, hereby indicating your agreement:

_____ I live in the City of Madison.

_____ If selected, I will attend a one-on-one intake meeting with Common Wealth staff prior to program training.

_____ If selected, I agree to be available during the training dates outlined on the timeline, and understand that missing any portion of training, events, meetings or interviews, if unexcused, may be grounds for dismissal from the program.

_____ If selected, I understand that the **internships will begin the week of 6/22/20 and will end the week of 8/10/20.**

_____ If selected, I understand that I may have an opportunity to interview with one or more specific departments, but will *not* be able to choose the department where I will be working.

_____ If selected, I understand that I am not guaranteed an internship, but that a potential internship depends on my completion of all training requirements, performance, participation, and potentially a successful interview.

_____ If selected, I agree to attend ongoing training with Common Wealth staff on **June 26, July 3, July 10, July 17, July 24, July 31, August 7, and August 14**, as well as an exit interview upon successful completion of the program.

By signing below, I hereby declare that all the information provided above is true and accurate to the best of my knowledge. Any misrepresentation may lead to disqualification from program consideration.

Student Signature _____ Date _____

2020 Wanda Fullmore Youth Internship Program Parent/Guardian Permission Form



*Parent/guardian signatures are required on each form provided for the student to be eligible for the program!

I understand that _____ has applied to participate in the Wanda Fullmore Youth internship Program.
Student's Name

I have read the Wanda Fullmore Youth Internship Program Guidelines and give my permission for the above-named student to participate in the program, if selected.

Date Parent/Guardian Signature Parent/Guardian Printed Name

For the most accurate information please try to fill out this form with your child. The following information will be used to provide the most beneficial training and work experiences for students. We are an inclusive organization and ask the questions below to best serve the student. The information obtained in this section will not eliminate a student from being eligible for our program. All information is kept strictly confidential.

1. Please list any allergies, medical or other conditions, which may affect the student's ability to participate.

2. Does the student have any special needs or require accommodations to be successful in our training or in a job?

Yes No – If yes, please explain: _____

3. Does the student have:

A case manager? Yes No – If yes, please specify their name and phone number:

A social worker? Yes No – If yes, please specify their name and phone number:

An IEP? Yes No – If yes, please specify how we can best serve them:

4. Is the student working with any social service programs? (i.e. PEOPLE, Gear Up, Probation and Parole, Project REACH, NIP, ARTT, Briarpatch, or FOCUS) Yes No

If yes, please list name of program, first and last name of worker, and their phone number.

5. Do you have the student's original proof of age and social security card? (**NOT** a photocopy) If not, we will provide you with the information on obtaining these documents, so that your student can apply for a work permit.

Yes No

The Wanda Fullmore Youth Internship Program is primarily designed to serve economically disadvantaged students and those who face other barriers to employment. We use certain criteria to ensure we serve these youth. The questions below help us in this process. All information is kept strictly confidential but is necessary to determine priority for acceptance into the program. Please note, however, that answering "No" to any or all of the questions does NOT eliminate a student from being eligible for the program.

1. Does the student qualify for and/or receive free or reduced lunch at school? Yes No

2. Does the student qualify for and/or receive free bus tickets from the school? Yes No

3. Is the student pregnant and/or currently a teen parent? Yes No

4. Is the student currently in foster care? Yes No

5. Has the student ever been in foster care or a group home? Yes No

If yes – Date/Foster Home _____

6. Does the student live in one of the following neighborhoods? Yes No

If yes, please check appropriate neighborhood.

_____ Worthington Park

_____ Southside/Mooreland/Rimrock/Allied

_____ Wright Street/Truax/Northside

_____ Southwest Madison

_____ Leopold/Coho/Post Road Area

_____ Wexford Ridge

_____ Bridge/Lake Point/Waunona

_____ Great Grey/Owl Creek

7. Has the student ever received a written warning, suspension or ticket from a security guard or police officer, been arrested, or appeared in court for any reason? Please remember this information is kept strictly confidential. We consider contact with the juvenile justice system a barrier to employment. Our program will help youth overcome this challenge.

Yes No

If yes, please list and explain each incident: _____

8. Has the student ever had a restraining order issued against or issued from another student? Please remember this information is kept strictly confidential. Yes No

If yes, please provide details: _____
