



## **PRE-APPLICATION**

### **Huntington Park Youth Employment and Civic Engagement Program**

FOR INFO CONTACT: Program Director, Lisa Baca (213) 910-2592 Email [cli.baca@gmail.com](mailto:cli.baca@gmail.com)

#### **Program Overview**

Los Angeles County is one of the largest and most diverse regions in the nation. To better prepare the future Southeast workforce, the HUB Cities Worksource Consortium is partnering with the City of Huntington Park and the California Latino Leadership Institute (CLLI), to launch an innovative 2016 Huntington Park Youth Employment & Civic Engagement Program (HP Fellows).

The HP Fellows Program is designed as a 7-week summer paid fellowship targeting Huntington Park residents ages 16-18 who are high school juniors, seniors, college freshman or trade tech students. Funding for this program comes from City's Community Development Block Grant (CDBG) funds, the California Community Foundation and Union Bank. The goal of the program is to create an environment for collective problem solving within a socio-economic, ethnically diverse Fellows team.

HP are employees of the Hub Cities Worksource Consortium and will be placed within City Hall departments and local business within Huntington Park. CLLI will provide the 7-week program management and oversight. The HP Program goals and objectives will:

- Provide a long-term sustainable workforce leadership development pathway for young adults within the municipal structure of the City of Huntington Park;
- Support civic engagement and empower students to grow closing the career opportunity gap and becoming productive members of society; and
- Inspire positive, ethical and sustainable change within the Huntington Park community.

#### **Information to gather BEFORE applying**

- **Current year of transcripts** – you will need this to report the course level and grades that you have received in your current year in high school or college. (Unofficial transcripts are acceptable).
- **Two (2) letters** of recommendation from people who know you very well.
- The name, email address and phone number of your **guidance counselor and principal or College Academic Advisor**.
- **A list of school and non-school related clubs and organizations** in which you have participated since your freshman year and any corresponding leadership positions.
- **A list of honors and awards** that you received when participating in school and non-school related clubs and organizations and the level of each award (Local, State, Regional or National) by year.
- **A list of your volunteer organizations** with which you have served and the number of hours served with each, and any awards and honors that you have received for your participation since freshman year.

**APPLICATION INSTRUCTIONS : (PLEASE READ CAREFULLY & KEEP HANDY WHEN COMPLETING APPLICATION)  
*Huntington Park Youth Employment and Civic Engagement Program (HP)***

We are glad you are exploring the 2016 HP Fellows Program. The program is designed as a 7-week summer paid fellowship targeting Huntington Park residents ages 16-18 who are high school juniors, seniors, college freshman or trade tech students. In 2016 we will be identifying 12 candidates who will be selected **by a public lottery drawn at the May 17, 2016 Huntington Park City Council meeting into a cohort of 10 Fellows and 2 Alternates**. The 2 Alternates will be given an opportunity to participate in a comparable City of Huntington Park program.

**PROGRAM ELEMENTS**

The goal of the HP Fellows program is to create an environment for collective problem solving within a socially, economically, ethnically diverse business team. HP Fellows are employees of the Hub Cities Worksource Consortium and will be placed within City Hall departments, local business owners within Huntington Park and complete a volunteer community service project during the month of June. CLLI will provide program training and oversight. Program elements include:

- Hands on experience in local municipal government and administrative departments creating a future employment pathway;
- Development and implementation of an Innovative community service project creating value in volunteerism;
- Social media training via *Flipagram* and effective photo video story telling;
- Business mentorship with Huntington Park corporate leaders via work place employment opportunities;
- Small business field trips to experience “*a day in the life*” of local business owners; and
- UCLA UniCamp – a one-week program that delivers challenging new experiences that foster personal growth and transform lives via wilderness camping.

**Please read these instructions carefully when completing the application.**

This is a highly competitive program and will require that you take the time to fully and accurately portray yourself. Please do not be discouraged by the number of questions and amount of information requested. Since this is the inaugural class, we require a significant amount of detailed information.

**YOUTH ELIGIBILITY** Ten summer youth interns and two alternates will be selected via a competitive application process. All youth applicants and participants must:

- Live within the City of Huntington Park;
- Be a Huntington Park high school junior, senior or registered college freshman attending a local community college, ages 16-18;
- Have the legal right to work in the United States (DACA students accepted);
- Be comfortable working in teams of two and in larger groups;
- Be available to work 4 hours a day (10:00am – 2:00pm), 4 days a week Monday – Thursday;
- Be available to volunteer with team after work hours for community benefit project;
- Attend weekly workshop seminar sessions;
- Attend May, 2016 Pre-orientation and participate with all 7 weeks of program;
- Be available to participate August 7 – 14, 2016 UCLA UniCamp, week-long away camp program;
- Must have signed parental/guardian consent form to participate; and
- Complete Application Packet. (Incomplete applications will not be processed).

**YOUTH BENEFITS (Valued at \$1,000 per tool kit).** Each HP Fellow participant benefits will include:

- An individualized summer “tool kit” that includes: business cards, laptop computer, professional head shot, student resume and cover letter, 1-3-5 year vision plan, books, materials and supplies
- Individual stipend of \$1000. to be paid in multiple increments during the 7-week program;
- Certificate of completion and a letter of recommendation.

**DETAILED INSTRUCTIONS:**

**Page 1: Biographical Information – Please tell us about yourself and who you are.**

Please carefully complete the biographical information (name, address, etc.). Be sure your information is accurate and complete for notification purposes. **Please DO NOT exceed the word count in your essay.**

Please check the box indicating you are a high school junior, senior or college freshman. Please select your citizenship status from the list and 2015 annual family income level. You must be a U.S. Citizen, legal resident or DACA student of the U.S. to apply. **School Info:** Please indicated which academic institution you are affiliated with. Please include the school’s address, phone number, name of your principal and guidance counselor, or college academic advisor and their emails. For the contact cover page, it is ok to use pen and write clearly. For the essay questions, these MUST be typed in 12 point Arial font, please print on double sides.

**PLEASE ANSWER THESE FOUR QUESTIONS IN YOUR BIOGRAPHICAL ESSAY (1000 words or less)**

Q1 - What hardships have you had to overcome in your life?

Q2 - What are your dreams and aspirations?

Q3 - What is one significant moment of your life and why?

Q4 - Why do you think this program will make a difference in your life?

**Page 2: School Activities/ Awards, Honors, Special Skills or Talents (500 Words)**

This question allows for a short description of different honors, talents, skills or positions. These may be talents or skills outside of school activities. Please tell us about your participation and leadership in school-related clubs, organization and sports. Please identify any roles and activities you have in your school. Please be sure to distinguish the years (9-12) when you count the number of clubs, organizations and activities. Please tell us about the honors you have received, or special skills you have, that are most meaningful to you and whether they were on a local (school, county, or district), state or national level.

**Page 3: Community Activities (500 Words)**

Please indicate any volunteer activities you participate with and indicate the hours and activity of volunteer service you've performed by grade year. Please provide a brief description of any awards or honors you may have received for your works in community organizations in and indicate the grade level of the award.

**Page 4: Employment Information (500 Words)**

Please indicate by grade year the number of weeks of employment and the average number of hours worked during the school year and the summer.

**Page 5: Hypothetical situation (500 words)**

**Q1: You recommend a close friend for a job to your Human Resources Manager and then discover that they lied on the application about their previous employment. What would you do and why? Q2 What would you tell your friend prior to the job interview with the Human Resources Manager?**

This is a two-part question please answer both parts.

**Page 6: Leadership (500 Words)**

**Q: As a future Huntington Park leader, what is your number one strength and how/when do you apply it? What is something you are challenged with and how do you work through it?**

As a future Huntington Park leader you will be confronted with many challenges, what is your number one strength and how will it help you in your future position? Every leader has his or her shortcomings, what are your weaknesses and how do you plan to overcome them?

**Academic Information attach as separate pages:**

Please provide a copy of your academic transcripts for the current year (unofficial transcripts/report cards accepted). Please include TWO letters of recommendation. These could be from your teachers, priest, minister, employer or any person of your choice. It is important that your letters of recommendation clearly identify why you are an appropriate candidate for this program.

**SCORING OF APPLICATIONS:**

Applications will be reviewed by a panel in a blind read (your name will not be used) and will be scored based on the following criteria:

- |  |                         |
|--|-------------------------|
| 1. Essay #1 – Biographical essay   | 50 points               |
| 2. Essay #2 – School Activities/ Awards, Honors, Special Skills or Talents | 5 points                |
| 3. Essay #3 – Community Activities   | 5 points                |
| 4. Essay #4 – Employment Information                                       | 5 points                |
| 5. Essay #5 – Hypothetical Situation Analysis                              | 5 points                |
| 6. Essay #6 – Leadership Strength and Weakness                             | 20 points               |
| 7. Your 2 Letters of Recommendation  | 10 points               |
|  | <b><u>TOTAL 100</u></b> |

**SELECTION PROCESS AND NOTIFICATION:**

All applications will be acknowledged with an email confirmation receipt. If you do not get an email after 72 hours of submission, please email: [clli.baca@gmail.com](mailto:clli.baca@gmail.com).

**SEMI-FINAL INPERSON INTERVIEWS:**

The top eighteen (18) candidates will be notified via email to participate in a mandatory semi-final round of 30 min in person interviews. These interviews will be scheduled at a location in the City of Huntington Park on **Saturday, May 14, 2016 from 8:00am – 6:00pm**. Please save the date.

**FINAL TOP (12) LOTTERY SELECTION**

The top (12) candidates will move forward to be selected by a public lottery at the May 17, 2016 Huntington Park City Council meeting to determine the final cohort of 10 Fellows and 2 Alternates. The 2 Alternates will be given an opportunity to participate in a comparable program with the City of Huntington Park.

**SUBMISSION:**

Completed applications must be post marked or received by  
**5:00pm Monday, April 18, 2016**

TO: City Clerk  
Huntington Park City Hall  
6550 Miles Ave #145  
Huntington Park, CA 90255.

For information please contact Lisa Baca 213.910.2592 or [cli.baca@gmail.com](mailto:cli.baca@gmail.com)

***THANK YOU* and we wish you the best!**