

Holly Springs Summer Work Crew Program 2010 Description and Application Instructions

****Read and Follow Instructions Carefully****

Background: The Holly Springs Summer Work Crew Program is designed to give teens ages 14-16 the opportunity to get involved in their community, obtain valuable paid work experience, build resumes, and gain new skills and knowledge. Each year twenty four students are selected to participate in one of two month long sessions. The program is administered and operated by Bass Lake Park and Retreat Center in Holly Springs, North Carolina.

Job Description: Crew members will spend approximately 70% of their time performing tasks not limited to and including: trail maintenance and construction, interior and exterior painting, planting trees and shrubs and general beautification of various sites around town. The remaining 30% of their time will be divided between training, teambuilding, and educational experiences including field trips to significant natural and historic sites, a ropes course, and visits to see state and local government in action. Meetings are scheduled with local leaders, giving participants the opportunity to meet and greet.

Work hours are typically 8:00am-3:00pm Monday through Friday.

Pay is \$7.25 per hour. Direct deposit every two weeks, participant must have checking or savings account in their name.

Job Requirements:

- Must be between the ages of 14 and 16 by session start date.
- Have the ability to work outside for up to an 8 hour day, lift up to 40lbs, work with others, and follow instructions.
- Must arrange own transportation to and from Bass Lake Park each day.
- Must be able commit to entire four week session. Time off for vacation, other extracurricular activities, etc. is not permitted.

To Apply, Please Submit:

- A completed Town of Holly Springs Summer Work Crew Employment Application.
- Two (2) letters of recommendation from a local reference. Teachers, counselors, coaches, instructors, past or current employers are all examples of acceptable references. Letters from family members will not be accepted.
- An essay of no less than 1000 words explaining reasons for wanting to participate in this program, as well as your personal short and long term life goals. Essay should be printed with 1" margins, double spaced and in 12pt Times New Roman font. Please do not exceed 2000 words.

Write the following statement at the bottom of your essay and sign your name:

"The above essay is my own original work and was written honestly without the assistance or influence of others."

Application, essay, and letters of recommendation **must all be submitted together***, either by mail or in person to**:

**Town of Holly Springs
Human Resources Department
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540**

**Letters of recommendation must be included in package. No letters faxed or mailed separately will be accepted.*

***Do not bring application packages to Bass Lake Park. The park cannot accept them.*

Important Dates:

February 6, 2010 through April 9, 2010- Application packages accepted.

Application packages must be received by the Holly Springs Human Resources Department by 5:00pm on Friday April 9, 2010. This date and time are firm.

No late or partial application packages will be accepted. No exceptions.

April 16 through 23, 2010- Preliminary interviews in process. *All applicants submitting a completed application package will be interviewed.*

April 30 through May 2, 2010 - Secondary interviews.

May 7, 2010 -Selected participants will be notified of acceptance.

May 21, 2010 – Deadline for selected participants to turn in required paperwork for employment. *Failure to meet deadline may result in dismissal from program.*

June 14 through July 9, 2010 -Session 1 Summer Work Crew in progress.

July 12 through August 6, 2010 -Session 2 Summer Work Crew in progress.

Additional Information or Questions:

Please Contact:

Sabrina Thompson, Park Manager
(919) 557-2905 or sabrina.thompson@hollyspringsnc.us

Stacy Gray, Park Naturalist
(919) 557-2906 or stacy.gray@hollyspringsnc.us



The Town of Holly Springs Summer Work Crew Employment Application

*Thank you for interest in the Town of Holly Springs Summer Work Crew. Due to the number of applications we receive, **we cannot accept any partial or incomplete application packages.** Please read and follow all directions provided for the application process. Please fill out all sections of this application completely and to the best of your ability. This application is used as part of the examination process and therefore should represent your best effort.*

****Please use additional sheets of paper when necessary****

Basic Information

Name _____
Last First Middle

Address _____
Street Apt #

City State Zip Code

Home Phone() Mobile Phone()

Date of Birth School

Sex *M* or *F* T-Shirt Size S M L XL
(Adult sizes only)

Session Applying For: Session 1 Session 2 Either
(Circle One)

Work & Volunteer Experience

Please list paid jobs or volunteer positions you have held.

Position or Specific Nature of Work	Employer	Approximate Dates	Hours Per Week

Classes, Workshops, & Training

Please list any classes, workshops, or special training you have attended, i.e. CPR or First-Aid, babysitter training, art workshops, etc.

Title of Class or Workshop	Host Organization or Company	Dates Attended	Certification or Awards Earned (if any)

Short Answer

List any extracurricular activities you participated in within the last two years, i.e. sports, clubs, community service organizations, etc., please include any honors or awards you received while involved.

Town of Holly Springs Summer Work Crew Employment Application

Please list any other interests or hobbies you have.

What are your favorite subjects in school and why?

In 2 to 3 complete sentences define what “teamwork” means to you.

Please describe any other skills, experiences, or talents you have that would be useful or valuable to the Holly Springs Summer Work Crew Program.

Commitment

Please initial the following statements to confirm your understanding and commitment of your responsibilities if chosen as a member of the 2009 Holly Springs Summer Work Crew.

_____ I understand that I am **committing to the entire four week session**, Monday through Friday each week, averaging 35 hours per week, but will never work more than 40 hours per week. Absences for sickness or family emergency are excused, but absences for vacation, etc. are unexcused. **Excess unexcused absences may result in dismissal.**

_____ I understand the job responsibilities which include **being on time, being prepared** each work day, and **arranging transportation** to and from work. I understand that if I am unable or refuse to meet these requirements I may be subject to **dismissal from the program.**

_____ I understand that I will be paid minimum wage, currently \$7.25 per hour, for all hours worked including time spent involved in educational activities and field trips . I understand that I will be paid every two weeks through direct deposit into **my own checking or savings account.**

Participant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Tips on Applying for a Job

Application Tips

1. Read and follow all instructions carefully. Potential employers will use your written application to assess your ability to follow instructions, your attention to detail, and your interest in the job you are applying for.
2. Type or use very neat handwriting to fill out the application. If handwriting use blue or black ink. Write slowly and neatly, so you avoid scribbles or marked out words from mistakes on your application.
3. Fill in all blanks on the application, using N/A (not applicable) when necessary and use complete sentences when asked or appropriate.
4. Include any and all experience or skills you have. Good at tying knots, proven your green thumb in the family vegetable garden, mowed lawns for your neighbors, or helped supervise children at church? All these things could be used on your application. Everyone has something to offer, show off your strengths!

Interview Tips

1. Be prompt. Plan to arrive a few minutes before your scheduled interview.
2. Dress neatly, conservatively but also casually.
3. Be confident and make eye contact. Shake hands with the interviewer. Firm grasp, right hand. Thank them for the interview.
4. Turn you cell phone off before you arrive for your interview. The interviewer will not want to wait on you to finish a call or text message before the interview. And, of course, never talk or text on your cell phone during the interview.
5. Be ready to answer questions about yourself and your experiences. Below are some examples of questions that are commonly asked during interviews. Prepare and practice some answers before the interview, if possible practice with a family member or friend.
 - ~Tell me about yourself.
 - ~What kinds of extracurricular activities are you involved with?
 - ~Give examples of specific times when you were a leader, a good follower, helped people, worked hard, surprised yourself, etc.
 - ~Why do you want this job, why are you qualified?
6. Know about the place you are applying to work at and details about the job you are after. Do not be afraid to ask questions of your own. In fact, many interviewers consider the "do you have any questions" part of an interview to be very telling about a potential employee's work ethic and job expectations.
7. Before leaving thank the interviewer again, smile, make eye contact, and shake hands.
8. Lastly, congratulate yourself! Interviews can be nerve-racking, no matter how many times you've done it. As long as you were prepared and did your best, that is all that matters. Way to go!