



**BAKERSFIELD**

THE SOUND OF *Something Better*

**Youth Jobs Program 2023  
City Hall Fellowship  
Application Packet**

KERN COMMUNITY  
FOUNDATION

*Growing community.  
Growing philanthropy.*

# City Hall Fellowship Program

## Program Overview

Thank you for your interest in the City Hall Fellowship Program!

The City Hall Fellowship Program is a 6-month, paid fellowship where youth will work part-time with City departments on important projects and initiatives. As a pipeline to a career in public service, youth ages 18 to 30 will shadow an employee at participating Departments and help with administrative duties and analyses; assist in the compilation, analysis, and control of departmental budgets; prepare and present reports; and provide administrative assistance to City departments. Youth will receive comprehensive career development services from the Kern Community Foundation including bi-weekly professional workshops, travel stipends, mentors, and field trips.

## Eligibility

To be eligible for this program, applicants must:

- Be at least 18 years of age by February 6, 2023;
- Have graduated high school or received their General Educational Development (G.E.D.);
- Be no older than 30 years of age by August 6, 2023;
- Be available to work no less than 20 hours per week;
- Have a Social Security Number (SSN); and
- Have a strong desire to serve their city and community!

## Fellowship Requirements & Duration

Fellowships shall take place from Monday, February 6, 2023, through Friday, August 6, 2023. Fellows are expected to work 20 hours per week, Monday – Friday, from 8 AM to 5 PM PST. Schedules will be determined by Department Supervisors. Below are important program dates to consider before applying:

February 6, 2023	First Day of Work & Orientation
May 8-9, 2023	Mid-Program Evaluations
August 6, 2023	Last Day of Work & Closing Interview

## Application Process

The City Hall Fellowship Application opens on Friday, December 9, 2022. Applications are due on Friday, January 6<sup>th</sup>, 2023, at 11:59:59 PM PST. The hiring process will include a review of your application and a 30-minute panel interview. The timeline below highlights the key application and interview time frames. Before applying, please ensure you will be available during those dates and times.

## Application Dates

December 9 <sup>th</sup>	Application Released
January 6 <sup>th</sup> , @ 11:59:59 PM	Application Closes
January 9 <sup>th</sup> – 20 <sup>th</sup>	Panel Interviews
January 23 <sup>rd</sup> – 31 <sup>st</sup>	Decisions Mailed and Eligibility Confirmed

## Compensation

Fellows will be paid \$23.00 an hour and provided bus passes upon request.

## Submission and Questions

Applications are due to the Kern Community Foundation by **Friday, January 6<sup>th</sup>, 2023, at 11:59:59 PM.** If you have any questions, please reach out to the Kern Community Foundation at 661-325-5346 or [jobs@kernfoundation.org](mailto:jobs@kernfoundation.org). Please email your application as one Microsoft Word or PDF packet to [jobs@kernfoundation.org](mailto:jobs@kernfoundation.org), and Cc [jheredia@bakersfieldcity.us](mailto:jheredia@bakersfieldcity.us). If you plan to mail or drop off your application, please send it to:

ATTN: Rashha Rohina  
 Kern Community Foundation  
 5701 Truxtun Ave, Suite 110  
 Bakersfield, CA 93309

# 1. Application Checklist

The following application checklist will help guide you in submitting a completed application. Please ensure all documents (except for the Recommendation Form) are included in the application.

<b>Check-Off</b>	<b>Items</b>
	<b>1. Application Checklist (this form)</b>
	<b>2. Application</b>
	<b>3. Recommendation Form</b>
	<b>4. Certification</b>

## 2. Application Form

### Section A: Applicant Information

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**Last Name**

**First Name**

**M.I.**

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**Cell Phone**

**Email Address**

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**Address**

**City**

**ST**

**ZIP**

**Date of Birth (MM/DD/YYYY):**

**Hispanic / Latino:**                      Yes                      No

**Please indicate how you identify yourself:**

American Indian / Alaska Native

Asian

Black or African American

White

Native Hawaiian or Other Pacific Islander

Other: \_\_\_\_\_

More than one race

Decline to State

**Income Level:**

Annual Household Income: \_\_\_\_\_

Household Size: \_\_\_\_\_

**Academic Plans (Please select all that apply):**

College / University    |    Trade School    |    Other Postsecondary Program    |    Not Sure

**Career Plans (Please select all that apply):**

Public Service / Government    |    Private Sector    |    Non-Profit    |    Not Sure

College/Institution Name: \_\_\_\_\_

Major / Specialization: \_\_\_\_\_

Anticipated Year of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

**Class Level:**

Freshman       Sophomore       Junior       Senior       Graduated

**Extracurricular Activities:**

Please list up to five extracurricular or after-school activities you have been involved in. This may include working another job, participating in sports, school clubs, volunteering, etc. Please include a brief description of the activity, including the activity's name, your role, and when you performed that activity. For example:

*"Volunteered with the Boys and Girls Club from January 2022 to May 2022 for 1 hour per week."*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Professional Certificates/Trainings**

Please list any professional certificates received or training programs completed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Hard Skills (Please mark all that apply):**

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Adobe Products

Mapping Software

Social Media Experience

Coding

Data Visualization

Website Creation

**Soft Skills (Please mark all that apply):**

Time Management

Active Listening

Organized

Public Speaking

Great Communicator

Detail-Oriented

Customer Service

**Emergency Contact Information**

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Name

Phone

Email

## Section B: Department Preference

The City of Bakersfield has vacancies in the following Departments:

<i>Animal Care Center</i>	<i>City Attorney's Office</i>
<i>City Clerk</i>	<i>City Manager's Office</i>
<i>Development Services</i>	<i>Economic &amp; Community Development</i>
<i>Finance Department</i>	<i>Fire Department</i>
<i>Human Resources</i>	<i>Police Department</i>
<i>Public Works</i>	<i>Recreation &amp; Parks</i>
<i>Risk Management</i>	<i>Technology Services</i>
<i>Water Resources</i>	

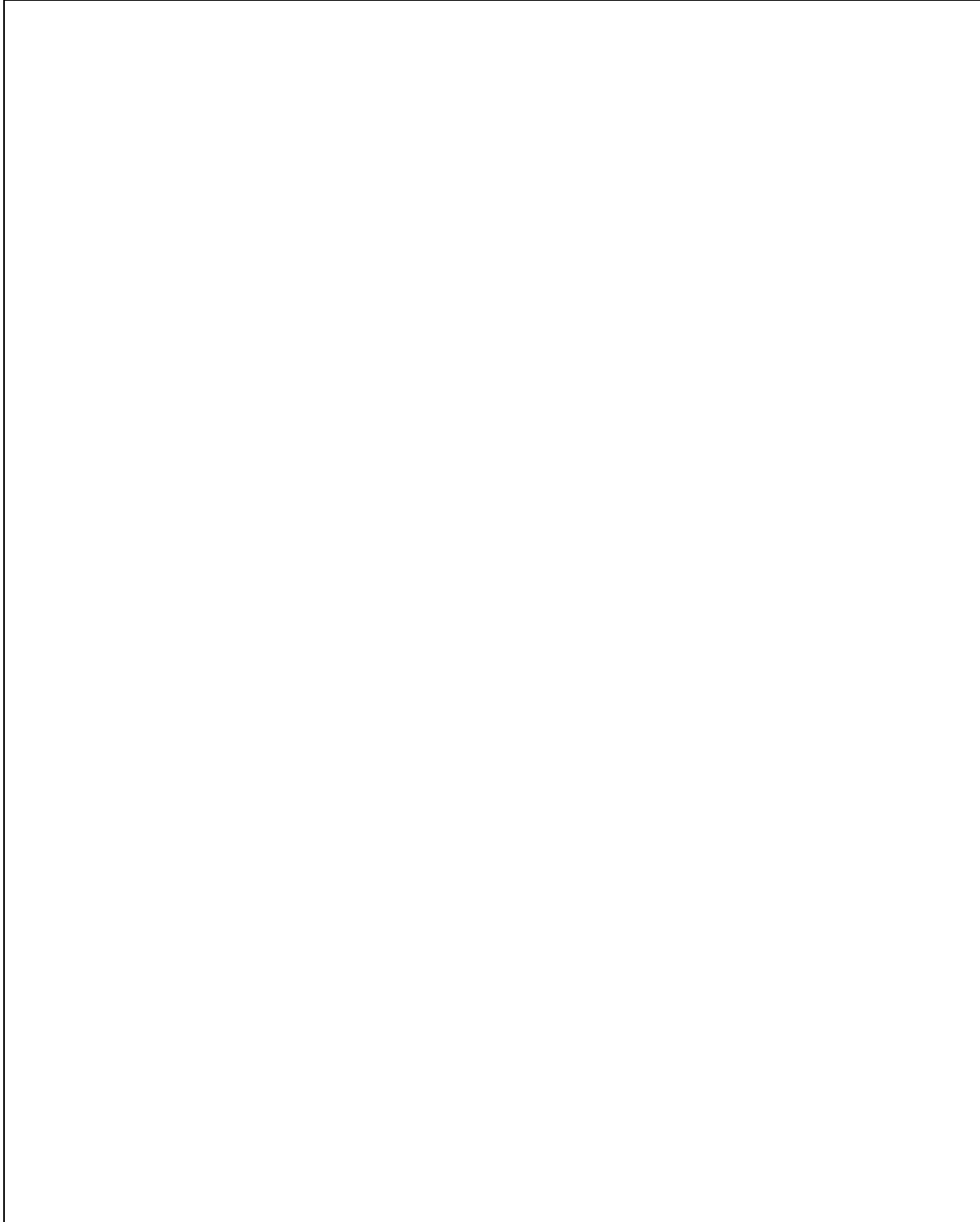
In order of preference, please list the top 5 City Departments you are most interested in working for (1 = Most)

<b>Rank</b>	<b>Department</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	

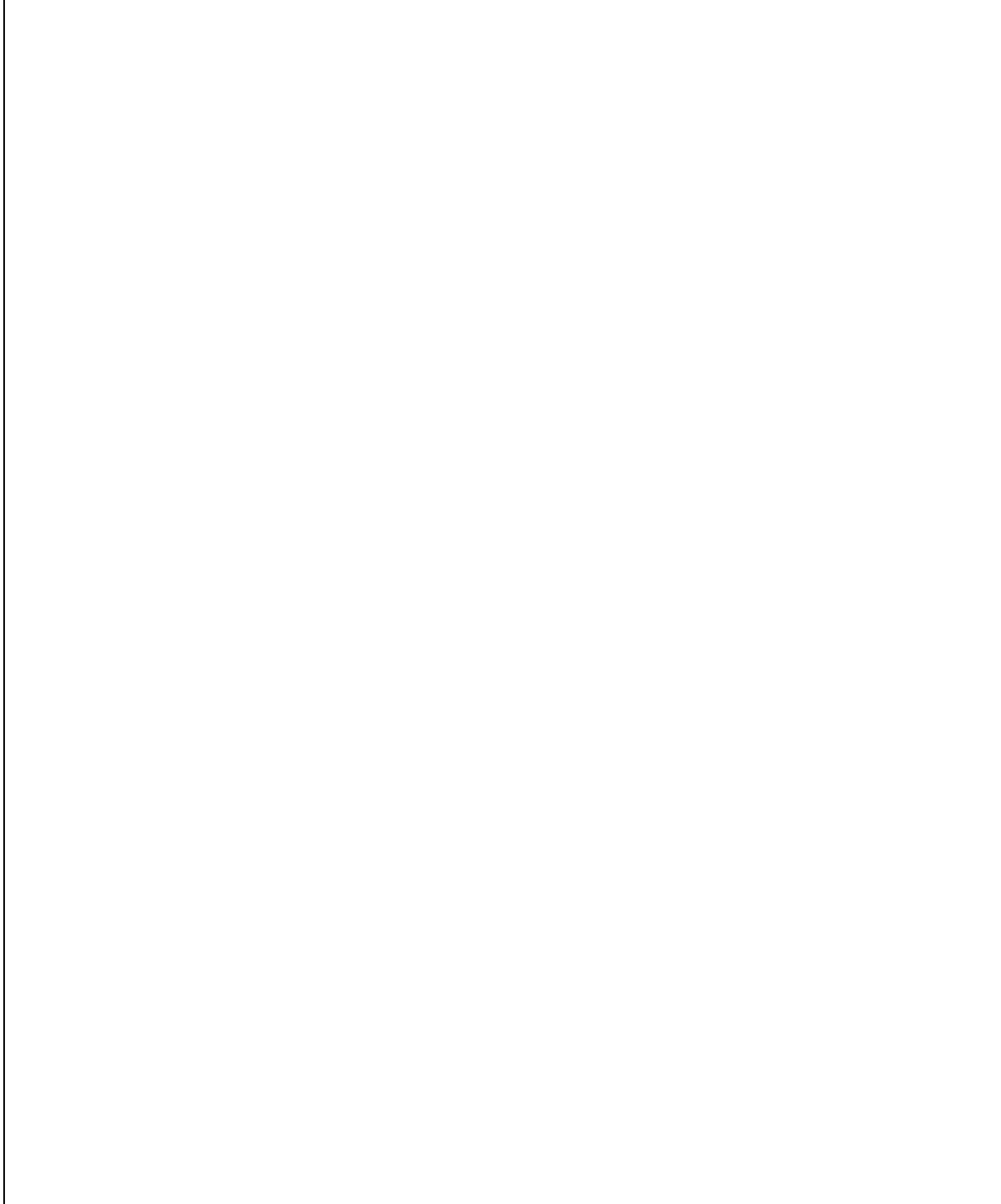


## Section C: Short Responses

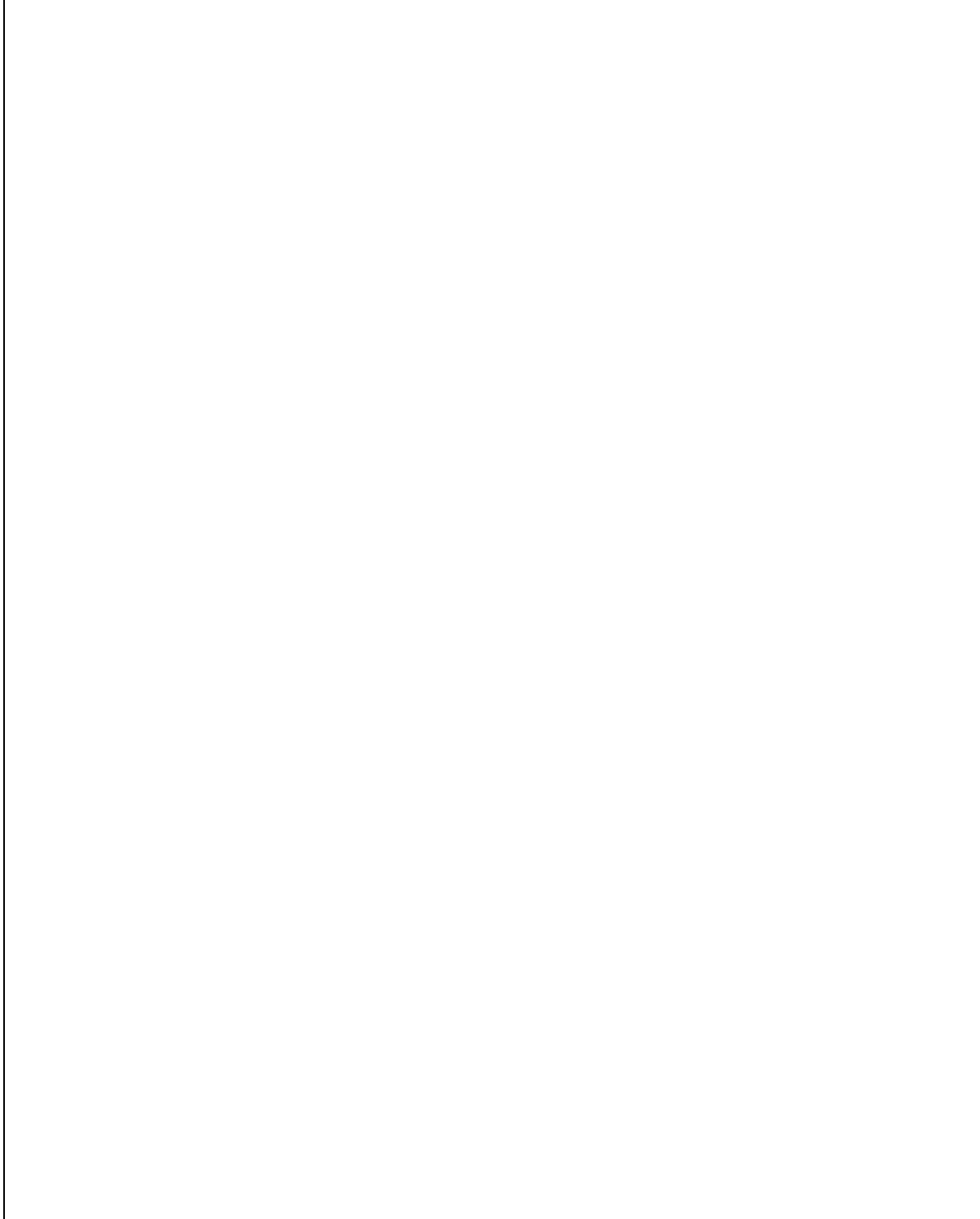
**Personal Statement:** Why are you interested in the City Hall Fellowship Program? What qualities will you bring to the program? What do you hope to gain from this program? (500 words or less)



**Policy Problem:** The Mayor would like to address important issues in the community. Please identify and define a current public policy problem that you believe has an impact on the City of Bakersfield. State the issue clearly and factually, and describe any proposed policies, programs, or initiatives that will address the problem (500 words or less).

A large, empty rectangular box with a thin black border, intended for the user to write their response to the policy problem prompt. The box occupies most of the lower half of the page.

**Statement of Adversity:** Tell us about a time you faced adversity and how you overcame it. Please describe any challenges along the way including but not limited to your age, employment status, household income, socio-economic background, disability, or other hardships (500 words or less).

A large, empty rectangular box with a thin black border, intended for the user to write their statement of adversity. The box occupies most of the page below the instructions.

### 3. Recommendation Form

**Student:** Please fill out the first two lines of this recommendation form, and give it to a coach, mentor, or advisor to submit on your behalf. Be sure to give them enough time to submit a great recommendation and follow up to make sure they submit it before the Friday, January 6<sup>th</sup>, 2023, at 11:59:59 PM deadline. Letters cannot be from family members.

**Recommender:** Thank you for taking the time to complete this form. Please fill out the "Requested Information" and send the completed form to [jobs@kernfoundation.org](mailto:jobs@kernfoundation.org) before **Friday, January 6<sup>th</sup>, 2023**. Please contact Aaron Falk from the Kern Community Foundation at [aaron@kernfoundation.org](mailto:aaron@kernfoundation.org) if you have any questions. If you wish to mail the recommendation, please ensure it is post-marked by 5 PM Friday, January 6<sup>th</sup>, 2023, and mailed to:

ATTN: Rashha Rohina  
 Kern Community Foundation  
 5701 Truxtun Ave, Suite 110  
 Bakersfield, CA 93309

#### **Applicant Information** *(Student Fills Out)*

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Last Name	First Name	MI
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College / Institution Name	Year / Status
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#### **Requested Information** *(Recommender Fills Out)*

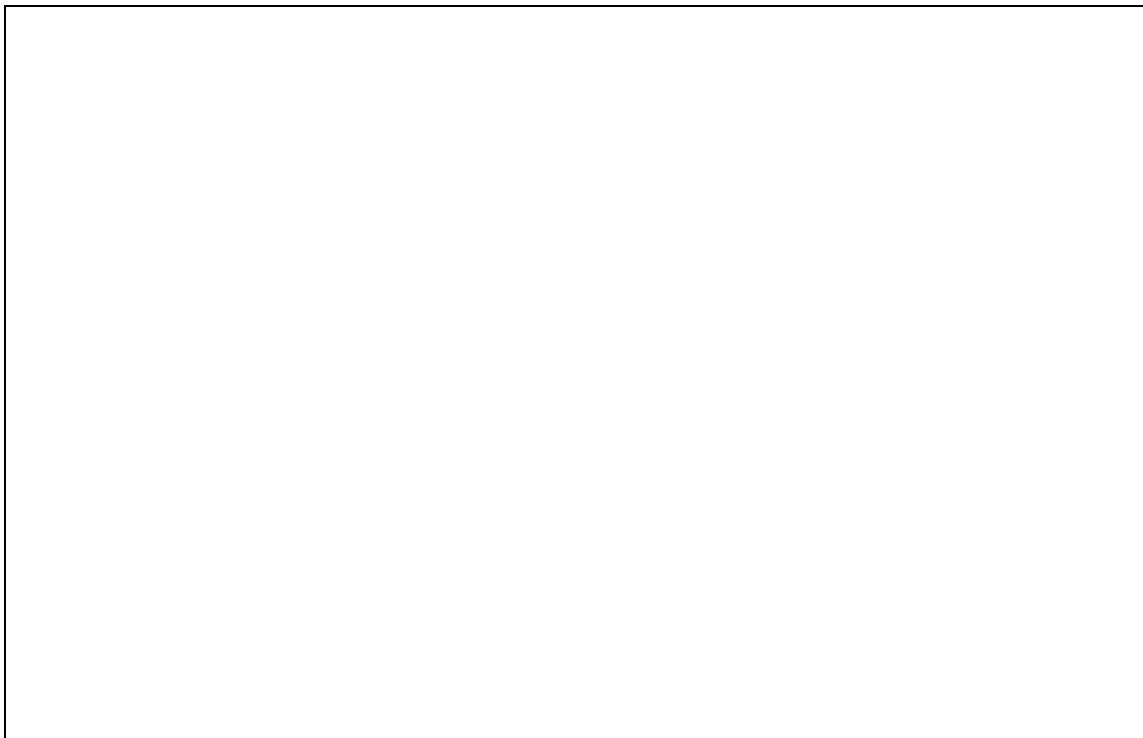
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Last Name	First Name	MI
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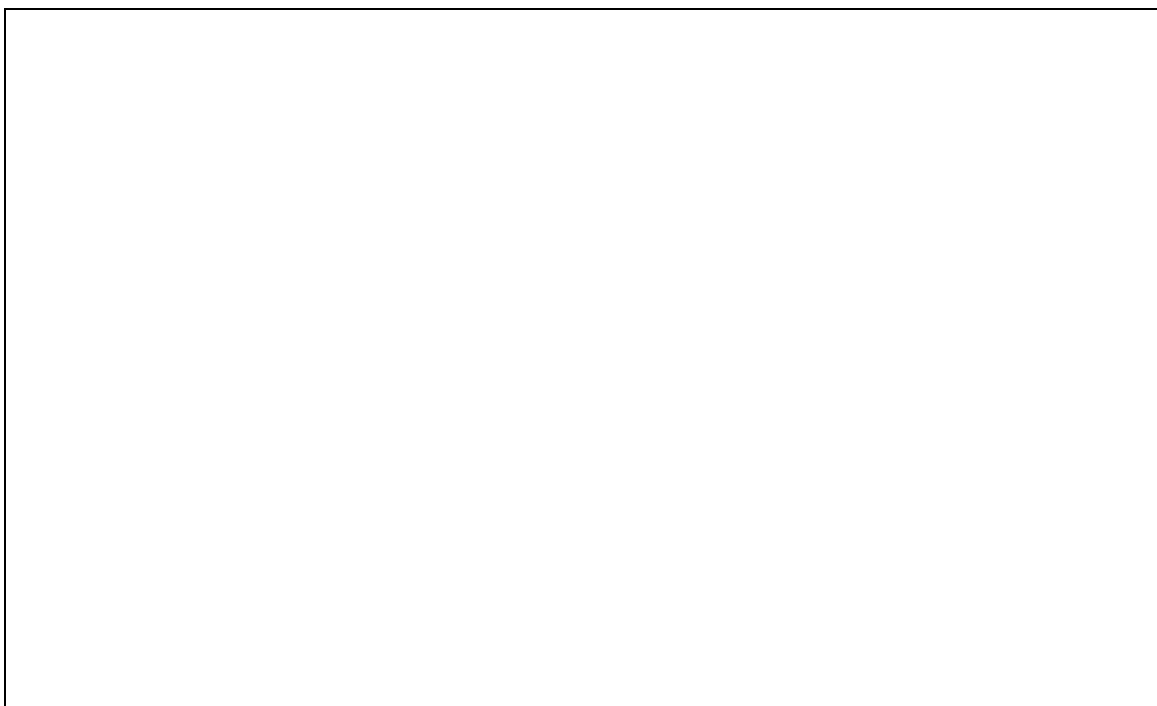
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Title	Phone	Email
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1. How long have you known this applicant and in what context? *(300 words or less)*



2. What are the first words that come to mind when describing this student, and why? *(300 words or less)*



3. The City of Bakersfield plans to place Fellows in one of our departments including Animal Care Center; City Attorney; City Clerk; City Manager's Office; Development Services; Economic & Community Development; Finance; Human Resources; Police; Public Works; Recreation & Park; Risk Management; Technology Services; and Water Resources. Where do you see this applicant excelling and why? (300 words or less)

4. On a scale of 1 to 7, how strongly would you recommend this student for the City Hall Fellowship Program:

1	2	3	4	5	6	7
Do Not Recommend			Neutral			Strongly Recommend

5. Additional Comments:

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Printed Name

Date

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Signature

Date

## 4. Certification

I, \_\_\_\_\_, understand that any misstatements, misrepresentations, or omissions of fact contained herein may be grounds for denial or termination of Fellow placement.

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Printed Name

Date

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Signature

Date