



DUMFRIES, VIRGINIA  
Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
www.dumfriesva.gov

# Town of Dumfries 2012 Summer Youth Employment Program

## Program Overview

The Dumfries Summer Youth Employment Program will provide an opportunity for our area students to get an in-depth, hands-on experience on the internal workings of Town Hall, provide insight to the daily operations of local government and develop leadership skills through service based learning. The students will be exposed to all aspects of Town Hall operations by working in some of the Town's various departments to include, Community Services, Economic & Community Development, Public Works, and the Police Department. In addition, program participants will have the unique opportunity to be mentored by Town Council, during the length of the program.

Participants will be paid an hourly wage of \$8.00 an hour for a 15-hour work week. The workplace schedule will be: two days a week, Monday-Thursday at Town Hall – for a total of ten hours, and each Friday at Weems-Botts Museum, for a total of five hours. Work hours will be between the hours of 9am-3pm. (Exact hours at Town Hall, will be determined after selection of program participants).

The Summer Youth Employment Program offers gainful summer employment for six weeks, in a positive, engaging atmosphere.

## Eligibility Requirements

Students who are 15 -18 years of age, who are residents of the incorporated Town of Dumfries, are eligible for employment without regard to social, economic, racial, or ethnic backgrounds. Students must have no history of serious criminal or other antisocial behavior that might endanger their safety or that of others; have or be able to obtain a work permit as required under the laws of Virginia; have a Social Security number or have completed an application to secure one; must not be a relative to any Town of Dumfries employee, or Council member; be willing and able to work scheduled duty hours and participate in all assigned tasks.

## How to Apply

To apply, students meeting these qualifications should complete the Summer Youth Employment Program application form, submit the 500 word essay along with (2) reference forms and return it by **June 13, 2012 at noon**. Applications must be mailed to:

**Town of Dumfries  
Summer Youth Employment Program  
Attn: Ms. Cydney A. Neville, MAEd  
17755 Main Street  
Dumfries, Virginia 22026**

*Applicants will be selected for the program via the Selection Committee and will be notified of selection by June 22, 2012.*

## Town of Dumfries Summer Youth Employment Program Application

**Print or Type all answers.** All questions and statements must be answered to determine applicant's eligibility and availability. *Incomplete applications will be rejected.* During the term of employment, you must be at least 15 years of age and not have reached age 19.

**Name:** (Last First Middle Initial)

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**Mailing Address:** (Street or P.O Box)

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City State Zip Code

\_\_\_ Female \_\_\_ Male

Email: \_\_\_\_\_

**Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

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Current Grade in School School Address

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School Guidance Counselor Name & Contact Information

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Emergency Contact Information

Relationship to Student

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Home Phone

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Cell Phone

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Work Phone

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Email Address

**Applicant's Statement**

**I am familiar with the Town of Dumfries Summer Youth Employment Program and I am interested in working for the local government.** If selected for the program, I will obtain a work permit if necessary. I have or am applying for a social security number. I am a permanent resident of the United States or its territories or possessions. I do not have a history of serious criminal or other antisocial behavior that might jeopardize my safety or that of others. I am not an immediate relative of any Town of Dumfries employee, Council member, or member of any Boards or Commissions. I understand that I will not be compensated for the hours I do not work. I agree to a criminal background check if required. I also agree to complete all assignments required of me, while in the Summer Employment Program; failure to do so, may result in my dismissal.

I certify that all information I have given is true and correct to the best of my knowledge. Incorrect or false statements will constitute grounds for immediate dismissal.

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Signature of Applicant Date

**Parental Consent**

I am familiar with the Town's Summer Youth Employment Program and the applicant has my permission to participate.

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Signature of Parent or Guardian Date

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Printed Name of Parent or Guardian Contact Information

## **Essay Requirement**

Each student applying for the Summer Youth Employment Program must submit their 500 word essay along with their completed application and 2 reference forms. In 500 words answer the questions provided below. All essays must be typed and attached to the application.

**Questions: Careers in Town government include the areas of: Administration, Community Development, Planning & Zoning, Community Services, Public Works, Economic Development & Marketing, Information Technology, the Police Department and serving on the Council; in which area of Town government would you like to pursue a career? Why do you choose this career? What steps will you take to begin a career in your desired field? Please include details about your past experiences (paid employment or volunteer), as well as experiences with teamwork on projects (projects can be school, work, or volunteer related).**

***Release to Reprint Clause: I grant the Town of Dumfries permission to reprint my essay submission in future Town of Dumfries promotional, marketing and tourism materials.***

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**Student Signature**

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**Date**

**\*(Be sure to attach your essay to your application)\***

**\*(Attach separate sheet if necessary)\***

### **Eligibility and Application Checklist**

- Area school students age 15-18 years old
- Students must live within the incorporated boundaries of the Town
- Students must provide 2 reference forms
- Students must provide a copy of their 3<sup>rd</sup> Quarter report card.
- Students must submit a 500 word essay to accompany their application
- Students must not be an immediate relative of any Town of Dumfries employee, or Council member

### **Career/Departmental Preference:**

Using the numbers 1-4 please rank the department in which, you prefer to be placed for the Summer Youth Employment Program; 1 the highest level of interest, 4 the lowest level of interest.

- Department of Community Services
- Department of Economic and Community Development
- Department of Public Works
- Town Police Department

## **Why should I participate?**

The competitive nature of the college admissions process requires prospective students to present a well-rounded resume to include exposure to a variety of experiences and opportunities. The Summer Youth Employment Program will help provide students with valuable local government workplace experience and help them to develop leadership skills.

## **Work Hours:**

Students will be considered part-time employees and work 15 hours per week, Monday-Friday 9:00am-3:00pm. (Please see the Program Overview on page 1 for details on hours). Students will report directly to Town Department Director's or Chief of Police, depending on Career/Departmental preference. The Director of Community Services who will supervise the overall program, in addition to those who choose to work with the Department of Community Services. The six-week program will run from Monday July 9<sup>th</sup> through Friday, August 17<sup>th</sup>.

## **Pay:**

Students will earn a wage of \$8.00 an hour.

## **What are my responsibilities?**

Participants are responsible for:

\*Conducting themselves in a professional manner, including maintaining cooperative relationships with Town staff, completing required tasks accurately and on time, supporting and following program rules, policies and procedures.

\*Reporting to Town Hall as scheduled and on time.

\*Working within the limits of their skills and training, handling duties and employment responsibilities by consulting the Director of Community Services in a timely manner.

\*Dressing appropriately for the business workplace environment.

\*Maintaining a daily log of hours worked.

\*Cell phone usage and other electronic device usage will only be allowed during the daily lunch hour.

\*Participants must attend one evening Council meeting during the 6-week program.

## **Town History**

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731, and many others cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England.

The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfrieshire, Scotland.

After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 ~ making it the oldest continuously chartered town in Virginia.

When Dumfries became the second leading port in Colonial America receiving tobacco from the upland, it rivaled New York, Philadelphia and Boston. Dumfries peaked in size and importance in 1763. For about 15 years Dumfries was a thriving port when several factors brought about its demise: the Revolutionary War, erosion and siltation, and the shift in the main shipping commodity (from tobacco to wheat and sugar).

The Town of Dumfries is only 1.63 square miles in size and our 2009 estimated Census results states our population as 4,954.

## **Town Government**

The Town Government is comprised of seven members who are elected to serve their community. The current Council members are as follows:

Mayor, Gerald M. Foreman II  
Vice Mayor, Willie J. Toney  
Council Lady Dorothea Barr  
Councilman Gerald M. Foreman II  
Council Lady Kristin W. Forrester  
Council Lady Michele D. Jurgensen  
Council Lady Gwen P. Washington

The Town Council meets twice a month to discuss relative issues impacting the community at large. These meetings are held the first and third Tuesday of each month at 7pm in the Town Council Chambers. The meetings are televised and can be viewed online, or on Comcast Channel 2 or on Verizon Channel 35.

## **Town Staff**

The Town Staff is led by the Town Manager and is comprised of seven separate service departments to include Administration, Community Development, Planning and Zoning, Community Services, Economic Development & Marketing, Information Technology, Public Works and the Police Department. The Town currently employs 28 full-time employees.



## Town of Dumfries Summer Youth Employment Reference Form

The Town of Dumfries Summer Youth Employment Program application process requires submission of two (2) references. Both references should be from a current teacher or school staff member. The applicant should complete Section I and forward the form to the persons who will be completing the reference questions in Section II. Once the reference is completed, the reference should be returned to the applicant in a sealed envelope. The applicant must submit the completed references along with their application and required essay and submit all documentation to the Town by the deadline of June 13, 2012 at noon, to be considered an eligible candidate for the summer program.

### Section I (to be completed by student applicant)

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_ Male      \_\_\_\_ Female

School Currently Attending: \_\_\_\_\_

I am applying for the Town of Dumfries Summer Youth Employment Program. Please complete the evaluation below and return the completed reference form to me in a sealed envelope.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section II (to be completed by person providing reference)

Teacher or School Staff Member's Name: \_\_\_\_\_

Position: \_\_\_\_\_ School Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known this student and in what capacity?

\_\_\_\_\_

In a few words please describe this student: \_\_\_\_\_

\_\_\_\_\_

Is the applicant honest & trustworthy? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for the Dumfries Summer Youth Employment Program? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Teacher or School Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please put the completed reference form in an envelope, seal it, and sign across the seal and return to the student applicant. The applicant must submit the sealed reference forms, 500 word essay and completed application to the Town of Dumfries NLT: June 13, 2012 at noon.**

