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

John Wilmer Porter Building
17755 Main Street
Dumfries, Virginia 22026-2386
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www.dumfriesva.gov

Town of Dumfries 2015 Summer Youth Internship Program

Program Overview

The Dumfries Summer Youth Internship Program will provide an opportunity for our area students to get an in-depth, hands-on experience on the internal workings of Town Hall, as well as develop leadership skills through service based learning, earn money, and acquire business skills through hands-on training. The program offers a gainful summer internship for six weeks in a positive, engaging public service atmosphere.

Participants will be paid an hourly wage of $8.00 an hour for a 15-hour work week. Work hours will range from the hours of 9:00 am-5:00 pm. (Exact hours will be determined after selection of program participants). The program is scheduled from July 13-August 21, 2015.

Eligibility Requirements

Students who are 15 -18 years of age, who are residents of the incorporated Town of Dumfries, are eligible for the internship without regard to social, economic, racial, or ethnic backgrounds. Requirements for selection will include, but are not limited to:

- No history of serious criminal or other antisocial behavior which might endanger their safety or that of others
- Must have, or be able to obtain, a work permit as required under the laws of Virginia
- Must have a Social Security number or must have completed an application to secure one
- Must not be a relative to any Town of Dumfries employee or Council member
- Must be willing and able to work scheduled duty hours and participate in all assigned tasks.

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 recommendation forms
___Students must provide a copy of their 3rd Quarter report card.
___Students must submit a 500 word essay to accompany their application
___Students must not be an immediate relative of any Town employee or Council member

How to Apply

To apply, students meeting these qualifications should complete the Summer Youth Internship Program application form, submit the 500 word essay along with (2) reference forms and return it by **June 29, 2015, at 5pm.** Applications must be mailed to:

Town of Dumfries Summer Youth Internship Program
Attn: Ryan Gandy
17755 Main Street
Dumfries, Virginia 22026

****Applicants will be notified of acceptance by July 3. The program will begin during the week of July 13.***

Applicant's Statement

I understand the Town of Dumfries Summer Youth Internship Program requirements and I am interested in working for the Town of Dumfries. 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 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 Internship Program, and failure to do so may result in my dismissal from the program and eliminate me from future consideration for the Summer Youth Internship Program.

I certify 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 from consideration or from the program.

_____

Signature of Applicant Date

Parental Consent

I understand the Town's Summer Youth Internship Program requirements and the applicant has my permission to participate.

_____

Signature of Parent or Guardian Date

_____

Printed Name of Parent or Guardian Contact Information

Essay Requirement

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

Careers in the Town of Dumfries include the areas of:

- Administration (Town Manager, Treasurer, Clerk)
- Planning & Zoning
- Community Services
- Public Works
- Information Technology
- Police Department
- Serving on the Town Council (Mayor, Vice-Mayor, and 5 council members)

Question: If you were to pursue a position in Town government**,** which area would you choose? Why do you choose this career path? What steps will you take to begin a career in your desired field?

****Please include details about your past experiences (paid Internship 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.

_____ _____

Student Signature Date

(Be sure to attach your essay to your application)
(Attach separate sheet if necessary)

Internship Applicant Information

Please 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 Internship, you must be at least **15 years of age and not have reached age 19**.

Name: (Last, First, Middle Name or Initial)

_____

Mailing Address: (Street or P.O Box)

_____

_____
City State Zip Code

Gender: ____ Female ____ Male

Email: _____

Date of Birth _____ /_____ /_____
Month *Day* *Year*

Current Grade Level: ____th grade

_____
School Name School Address

_____
School Guidance Counselor Name & Contact Information

_____
Emergency Contact Information Relationship to Student

_____ - _____ - _____ _____ - _____ - _____
Home Phone Cell Phone

_____ - _____ - _____ _____
Work Phone Email Address

Why you should 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 Internship Program will help provide students with valuable local government workplace experience and help them develop leadership skills that will serve them well in any future position.

Work Hours:

Students will be considered part-time employees and work 15 hours per week, Monday-Friday, between the hours of 9:00 am-5:00 pm with some evening meeting requirements (Please see the Program Overview on page 1 for details on hours). The Director of Community Services will supervise the overall program. Participants will rotate within the Town's departments. The six-week program will run from Monday July 13th through Friday, August 21st.

Compensation:

Students will earn a wage of $8.00 an hour based on a 15 hour work week.

Participants will be 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 Internship 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.
- Limiting cell phone usage and other electronic device usage to their daily lunch hour.
- Attending one evening regular Council meeting, and one evening Work Session Council meeting during the six-week program.
- Preparing a final presentation and presenting to Town staff, Town Council, and others

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, provided by John Graham, at the head of the harbor of Quantico Creek. He named the town after his birthplace, Dumfriesshire, 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).

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
Councilman Charles Brewer
Councilman William Murphy
Council Lady Gwen P. Washington
Councilman Derrick R. Wood
Council Lady Helen Reynolds

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 7:00 pm in the Town Council Chambers. The meetings are televised, on Comcast channel 2 or on Verizon channel 35, or can be viewed online.

Town Staff

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

Town of Dumfries Summer Youth Internship Recommendation Form

The Town of Dumfries Summer Youth Internship Program application process requires submission of two (2) recommendations. Both recommendations should be from a current teacher or school staff member. The applicant shall 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 shall 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 29, 2015, at 5pm, 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 Internship 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 Internship 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 no later than: June 29, 2015, at 5pm.

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