



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 2016 Summer Youth Internship Program

Program Overview

The Dumfries Summer Youth Internship Program will provide an opportunity for students in our area to get an in-depth, hands-on experience on the internal workings of Town Government, 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 \$8.50 an hour for a 15-hour work week. Work hours will generally range from the hours of 9:00 am-5:00 pm (Some aspects of the internship may require evening hours). The program is scheduled from July 11-August 19, 2016.

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:

- Participants must have no history of serious criminal or other antisocial behavior which might endanger their safety or that of others
- Participants must have, or be able to obtain, a work permit as required under the laws of Virginia
- Participants must have a Social Security number or must have completed an application to secure one
- Participants must not be a relative of any Town of Dumfries employee or Council member
- Participants must 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 Internship Program application form, submit the 500 word essay along with (2) reference forms and return it by **June 20, 2016, at 5pm.** Applications must be dropped off at Town Hall or mailed to:

***Town of Dumfries
Summer Youth Internship Program
Attn: Brittany Heine
17755 Main Street
Dumfries, Virginia 22026***

Applicants will be notified of acceptance by June30. The program will begin during the week of July 11th.

Town of Dumfries Summer Youth Internship Program Application

Print or Type all answers. *All* questions and statements must be answered to determine applicant's eligibility and availability. ***Incomplete applications will not be considered.*** 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: _____

Phone: _____

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

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. I also give my permission for the applicant to be photographed or videotaped will participating in internship activities which may be published or reproduced as advertisement for the Town and its programs.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

Contact Information

Relationship to Applicant

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)***

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

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. 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 11th through Friday, August 19th.

Compensation:

Students will earn a wage of \$8.50 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:

Current Council:

Mayor, Gerald M. Foreman II
Councilman, Willie J. Toney
Councilman Charles Brewer
Councilman William Murphy
Council Lady Gwen P. Washington
Councilman Derrick R. Wood
Council Lady Helen Reynolds

New Council Effective July 1st, 2016:

Mayor, Gerald M. Foreman II
Councilman Charles Brewer
Councilman William Murphy
Council Lady Gwen P. Washington
Councilman Derrick R. Wood
Council Lady Melva Willis
Councilman Brian Fields

The Town Council meets twice a month to discuss relative issues impacting the community at large. These meetings are usually 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 is currently authorized for 29 full-time employees.

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 20, 2015, at 5pm.

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 20, 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: June20, 2015, at 5pm.



Town of Dumfries Summer Youth Internship Program

As a participant in the Town of Dumfries Summer Internship Program, you will be issued a shirt to be worn for various Town functions. Please complete this form and return it along with your application to Brittany Heine, Director of Community Services, by no later than 5:00 PM on Monday, June 20, 2016. You can drop it off at Town Hall or mail to:

Brittany Heine
Director of Community Services
17755 Main Street
Dumfries, VA 22026

Intern Name: _____

Shirt Cut: FEMALE MALE

Shirt Size: _____

**STATEMENT THAT RIDE-ALONG PARTICIPANT UNDERSTANDS THE
UNAVOIDABLE RISKS INHERENT IN THE RIDE-ALONG PROGRAM AND IS
WILLING TO TAKE THOSE RISKS.**

I, the undersigned have read and signed this statement to show that I know the risks to me when I ride along with the police; although the Dumfries Police Department will take all reasonable steps to protect me, there is no way for them to protect me from all risks.

If I ride along with the police, I face a chance of being physically or emotionally injured, catching a disease, or even being killed. This risk may come up in any one of many ways, such as an automobile accident, some other kind of accident or even the deliberate act of a criminal. I might be exposed to frightening and dangerous events. I might come in contact with dangerous substances or the body fluids of someone with a disease. Police work is dangerous, and I understand that the risk may be something which a person could expect to happen, or it might be something I never imagined might happen.

I understand that the police officer I ride along with should protect me from risks, but that he or she may fail to do so. I take responsibility for all the risks I may face, even if the police officer fails in his or her legal duty to protect me. I will take all possible precautions for my own safety and will not rely on the police officer to protect me.

I am of sound mind and have signed this statement of my own free will. I know that the Town of Dumfries requires that I read, understand and sign this agreement before I can ride along with a police officer. Before I signed this statement I asked any questions that I had about it, and I got answers that satisfied me. If I do not understand this statement or the answers given me, I will not sign this statement.

Signature

Date

Print Name

Signature of Parent/Guardian (If person riding is a minor)

Date and Time of Ride-Along

Signature of Witness



Town of Dumfries Summer Youth Internship Program

As a part of your internship program, you will be spending time with the Dumfries Police Department. During this time, you will be assigned to ride with officers on patrol. In order to participate in this activity, you will need to complete the enclosed police ride-along form. You only need to complete the demographic information on the form and the signature lines. If you are a minor, your parent will need to sign the form authorizing you to participate in the ride-along with the Dumfries Police Department. Please return this form with your application by no later than 5:00 PM on Monday, June 20, 2016 to:

Dumfries Youth Internship Program
Brittany Heine
Director of Community Services
17755 Main Street
Dumfries, VA 22026

Virginia Child Labor Laws for Teens 14-and 15-years Old Employment Certificate Code of Virginia §§ 40.1-84 to 96

Teenagers who are 14- and 15- years old are required by Virginia Law to obtain an Employment Certificate (work permit) before they can start working.

Steps to getting an Employment Certificate:

1. Go to the Virginia Department of Labor and Industry website (www.doli.virginia.gov). Go to the left hand side of the page and click “request a permit” under the services menu. Then select one of the two processes listed below:
 - A. Download and manually complete the 2 forms necessary to apply for an Employment Certificate. Take the Employer ‘Intent to Employ’ form to your employer or have them get it from the website and completely fill it out. You must mail this form along with the Permission to employ form. Have your parent, guardian or custodian fill out the Permission to employ form. The signature of your parent, guardian or custodian on this form must be notarized. Mail both forms to the address at the bottom of the form. Upon approval the Department will mail the Employment Certificate to your new employer. The certificate will become valid upon your signature. **This process may take 7 to 10 business days during which time you may not work.**

OR

- B. Select the option to complete online. Complete steps 1, 2, and 3 in order. The applicant must first complete step 1. The applicant must then provide the ‘Youth Unique Identifier’ to the Town in order for us to complete step 2. Please contact Retta Ladd at (703) 221-3400 with your Youth Unique Identifier to complete this process. Once the Town has completed this, you will be notified and your parent or guardian will then need to log in using your Youth Unique Identifier to complete step 3. **The online system will issue permits within 24 hours of your request.**

Hours Code of Virginia §40.1-80.1

Teens 14-and 15-years old are restricted in the hours they can work. All minors aged 14-and 15- years old must receive a thirty-minute, uninterrupted break after every five consecutive hours of work. Even if a teen 14- or 15-years old wants to work more hours, their employers are legally required to only work them within the hours listed below:

June 1 through Labor Day

- 7 A.M. to 9 P.M.
- Not during school time
- They can start delivering newspapers at 4 A.M.
- 3 Hours on a School Day
- 18 Hours for a School Week
- 8 Hours a Non-School Day
- 40 Hours a Non-School Week