



Montgomery County Student Apprenticeship Program

FREQUENTLY ASKED QUESTIONS

What is the program about?

The Student Apprenticeship Program provides meaningful employment experience with placement in County departments for Montgomery teens and young adults.

When does the Program begin and how long will it last?

The program will last 8 weeks, beginning June 4, 2018 and ending July 27, 2018.

Who can participate in the Student Apprenticeship Program?

Applicants must be between the ages of 16-22 **AND** must be a resident of Montgomery County. Applicants must be currently enrolled in a public, private, alternative or home school program or college/university. Some departments require that the student be at least 18 years old.

What kind of jobs are available?

OFFICE AIDE

Office Aides file or fax information, make photocopies, answer the telephone, perform data entry and interact with the public. Office personnel are expected to dress in a professional manner as specified by the employing department.

Possible work sites include:

- **Probate Office**
- **Community Corrections:** College student only, must be 18 or older.
- **Information Systems:** College students majoring in computers only, must be 18 or older.
- **Youth Facility:** Must be 18 or older. A background check, drug test and signing of confidentiality statement required.
- **Revenue Office**
- **County Administration**
- **Detention**
- **District Attorney:** Student must have excellent computer skills.
- **Tax and Audit Department:** Preference for students with word and excel experience.
- **City-County Personnel Department**
- **Election Center:** Must be 18 or older.
- **Board of Registrars:** Student must have excellent computer skills.

LIGHT LABORER

Students work in landscaping, street cleanup, warehousing, athletic field preparation and general maintenance.

Possible work sites include:

- **Support Services**
- **Engineering**
- **Youth Facility:** Must be 18 or older.

SPECIFIC ACADEMY ONLY

- **Sheriff's Office:** Seeking MPAC Lawn/Agriculture Academy students
- **Sheriff's Office:** Seeking MPS Law Academy students

What is the pay?

The pay is \$7.25 per hour. Participants will receive a paycheck every two weeks.

Will I be paid for holidays?

Participants will be paid for hours actually worked.

How should I submit my application?

Submit completed application and letter of recommendation to the Montgomery City-County Personnel Office located at 27 Madison Avenue, Montgomery, AL 36104, Monday through Friday between 8:00 am and 5:00 pm. Applications may also be emailed to personnel@montgomeryal.gov. **Applications must be submitted by 5:00 p.m. on Friday, April 20, 2018.**

Once I complete the application process, what happens next?

If selected for an interview, you will be interviewed by the worksite supervisor where you are most likely to be placed. **Being called in for an interview does not guarantee a job.** Once all interviews are conducted, the department supervisor will let Personnel know who they choose to hire. If hired, you will be contacted by phone and/or email regarding next steps to continue the Program.

How many jobs are there?

The number of jobs per department depends upon the need of the department. **Applying does not guarantee a job offer.**

Does the Program provide transportation to and from work?

No

How many hours will I work and what are my work hours?

Selected applicants will work 8:00 am – 1:00 pm, or at the discretion of their supervisor, but no more than 25 hours per week.

Will there be a drug test?

Some departments may require a drug test.

What paperwork is required?

The completed application and a letter of recommendation (from your school guidance counselor or a Montgomery County Commissioner) must be submitted for consideration. Additional paperwork will be necessary to process payroll for applicants who are hired. A list of required documents will be included in an offer of employment from Personnel.

Thank you for your interest in the Montgomery County Student Apprenticeship Program.