

# 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 9 weeks, beginning June 5, 2017 and ending August 4, 2017.

### *Who can participate in the Summer Job Program?*

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

### *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 (Marriage/Business Licenses)**
- **COMMUNITY CORRECTIONS: College student only – must be 18 years or older.**
- **INFORMATION SYSTEMS: College Students majoring in Computers only.**
- **YOUTH FACILITY – Office Worker: Student must be 18 years 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 DEPT-** Preference for students with Word and Excel experience.
- **PERSONNEL DEPARTMENT (CITY/COUNTY)**
- **PROBATE ELECTION CENTER**
- **BOARD OF REGISTRARS**

#### Light Laborer

Students work in landscaping, street cleanup, warehousing, athletic field preparation, and general maintenance. Possible work sites include:

**YOUTH FACILITY— Grounds Worker: Student must be 18 years or older.**

**Specific Academy only**

- **SUPPORT SERVICES: Seeking students from MPAC Lawn/Agriculture Academy only.**
- **SHERIFF'S OFFICE— Seeking students from MPAC Lawn/Agriculture Academy only.**
- **SHERIFF'S OFFICE: Seeking MPS Law Academy Students only.**

***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.

***Who should my completed application be submitted to? And how should it be submitted?***

A letter of recommendation must be attached to the completed application. Applications may be received one of two ways: BY HAND to Montgomery City/County Personnel, 27 Madison Avenue, Monday through Friday between 8:00 am and 5:00 pm OR by email to [blopez@montgomeryal.gov](mailto:blopez@montgomeryal.gov). **Applications are due no later than May 10<sup>th</sup> at 5:00 P.M.**

***Once I complete the application process, what happens next?***

Applicants will try to be matched with their first choice of job selection; however, we cannot guarantee that placement. 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. You will be sent an acceptance email with the 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 FOR A JOB 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?***

1. Completed application. 2. Letter of recommendation (from your school CO-OP, Academy guidance counselor, a counselor from a college/university or by an elected official) must be submitted for consideration. Any additional paperwork will be required after an offer of employment is made, such as: license/photo ID and a Social Security card OR birth certificate. For direct deposits, students must have a routing number and account number.

If you are selected to participate in the program, you must have the following documents for payroll purposes:

1. Driver's license or government issued or school photo i.d., and
2. Social Security Card or Birth Certificate.

If you elect direct deposit of your paycheck, you must have your bank's routing number and your account number.

**THANK YOU FOR YOUR INTEREST IN THE  
COUNTY STUDENT APPRENTICESHIP PROGRAM**

