



Career and Technical Education (CTE)  
**Summer Youth Internship Program**

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We are proud to announce the Summer Youth Internship program co-sponsored by the City of Fayetteville, the Public Works Commission (PWC) and Cumberland County Schools (CCS). The goal is to hire up to 30 youth to work 32 hours per week for six weeks in a Science, Technology, Engineering or Math (STEM) related position, June 19-July 28, 2017.

In order to qualify, students must be

- A Cumberland County School rising senior
- In a Career and Technical Education (CTE) focused career pathway

Students should apply by completing the attached packet and submitting it to the Academy Director or CTE Facilitator at their home school. They will be notified by letter if they are selected to participate in the Interview Event scheduled for Saturday, May 6, 2017. Students hired will be paid \$8.00 per hour.

Please direct any questions to Nore Brantley, High School To Work Partnership Coordinator at [norebrantley@ccs.k12.nc.us](mailto:norebrantley@ccs.k12.nc.us) or 910-483-0153 ext 422.

**Application Deadline: Tuesday, April 25, 2017**

Students must meet eligibility requirements to include security and employability screenings.

*It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities or employment policies.*



## Hire Fayetteville Youth Internship Program STEM STUDENT APPLICATION PROCESS

1. Each student applicant must complete and submit an Application Packet which includes the following documents:
  - Application Form
  - STEM Information Form
  - Background Investigation Release Form (*signed by student applicant and parent*)
  - Reference Form (2)
2. The completed application packet should be placed in a **SEALED ENVELOPE** and submitted to the Academy Director/ CTE Facilitator at your school. The sealed envelopes are then submitted to **High School to Work Coordinator, Nore Brantley at E. E. Smith High School** no later than **April 25, 2017**.
3. Once applications are submitted and reviewed, the applicants who meet the criteria are notified by letter to move on to the STEM Orientation/Interview event on **May 6, 2017**, at E. E. Smith High School. Students selected during this interview process will move on to Phase II.

### PHASE II

4. **ONLINE BACKGROUND INVESTIGATION:** Under the supervision of the High School to Work Coordinator, Nore Brantley, the student will complete the online Background Investigation through the CCS Volunteer Registration found on the CCS Human Resources web page: <https://www.ccsvolunteers.com/> (*see instructions below*)
  - **Click On:** *New Volunteer? Click Here to Register*
  - The student should enter their information in all the boxes (**Red Asterisks** indicates required).
    - **Email is a CRITICAL field** (be sure it is accurate).
      - An **ACTIVATION EMAIL** will be sent to this email address.
      - **NO REPLY** will be in the subject line of the ACTIVATION EMAIL received.
      - The student must **OPEN** the **No Reply Email** and **click** the **ACTIVATE** link.
    - In the **“Email Opt-In”** box, Student must choose **YES** for us to receive the results.
    - Under, **“Please specify the schools where you are planning to volunteer,”**
      1. **FIRST:** Under **“School or Program 1”** choose **CTE STEM Intern**
      2. **SECOND:** Under **“School or Program 2”** choose your **School**
    - Under **“Which kind of service do you wish to give the school,”** choose **Student Teacher/Intern.**
5. Students hired will be notified by letter of their status. The letter will include further instructions, worksite location, and work schedule. At this point, students hired should obtain an NC Driver’s License or State ID if they do not currently have one.
6. Upon notification of hired status, potential student intern hires will need to complete a Classified Application on the DPI website at the following address: <http://ncteachmatch.org/signin.do> Student will fill out a **“classified”** application. Please make sure your Social Security Number is correct. If these items are incorrect, their application cannot be pulled by HR and this will delay the staff action. If they run into any problems, please refer them to Nore Brantley, HSTW Coordinator. Her direct line is (910) 483-0153 Ext. 422.
7. A **Drug Screening** is required for all student intern hires and will be administered at NextCare Urgent Care, 217 Glensford Drive, Fayetteville NC.
8. CTE will submit the necessary paperwork to Human Resources for the Staff Actions to be processed for each hired student intern.



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# Hire Fayetteville Youth Internship Program

## APPLICATION FORM

(Please Type or Print)

### (STUDENT INFORMATION)

_____		_____	_____
Last Name		First Name	MI
_____		_____	_____
Street Address or PO Box		City	State/Zip
_____			
Email Address			
_____		_____	_____
Current Cell Number		Home Phone Number	Alternate Phone Number
_____	_____	_____	_____
Race	Gender	Social Security Number	Date of Birth

### (EDUCATION INFORMATION)

_____	_____	_____
Current High School	Power School Number	Current GPA
Highest Grade Completed: _____	Do you receive Free or Reduced Lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are your plans after high school? <input type="checkbox"/> 4-Yr College <input type="checkbox"/> 2-Yr College <input type="checkbox"/> Military <input type="checkbox"/> Work <input type="checkbox"/> Undecided		

### (PERSONAL INFORMATION)

Do you have a Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		_____
		Driver's License #, Include State
_____	_____	_____
Current Employer (if applicable)	Employer's Address	Hours per Week

### (PARENT/GUARDIAN INFORMATION)

_____		_____	_____
Last Name		First Name	Contact Phone
_____	_____	_____	_____
Relationship	Occupation	Employer Name	Work Phone
_____		_____	_____
Last Name		First Name	Contact Phone
_____	_____	_____	_____
Relationship	Occupation	Employer Name	Work Phone

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**STEM INFORMATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Your Cell Number (*Parent's if you don't have one*) \_\_\_\_\_

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

Which STEM area are you interested in? (*Check one*)     Science     Technology     Engineering     Math

*Explain why you are interested in Science, Technology, Engineering, or Math.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Why would you like to participate in this internship?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Have you worked before? If yes, please explain where and when.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Hire Fayetteville Youth Internship Program**

### **BACKGROUND INVESTIGATION RELEASE**

The signature below authorizes the school system to conduct a background investigation of the student and authorizes release of any information obtained in connection with the student's Career & Technical Education Student Internship. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive the right of access to any such information and without limitation hereby release the school system and the reference sources from any liability in connection with its release or use. This release includes the sources cited above and specific examples such as follows: Local law Enforcement Agencies, Department of Motor Vehicles, information from the North Carolina Criminal Information Center and the Division of Criminal Information of either data on all criminal convictions or certification that no data or criminal convictions are maintained, information from the Department of Social Services, Child Protective Services Unit pertaining to any findings of child abuse or neglect investigation involving the student. Furthermore, I certify that the information given in this document is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the student's application for Career & Technical Education Student Internship and their removal from the program. Also, it is understood that this application and all other data becomes the property of the Cumberland County School System.

**Your signature below indicates that you agree to the above and to support and abide by CCS policies.**

**Parent/Guardian Name (*print*):**

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**Parent/Guardian Signature:**

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**Student Name (*print*):**

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**Student Signature:**

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**Hire Fayetteville Youth Internship Program**

**REFERENCE FORM**

Applicant's Name \_\_\_\_\_  
Last First Middle

1. Please evaluate the applicant by using the categories listed below. Check the most appropriate column.

	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>
Academic Success	_____	_____	_____	_____
Good Character	_____	_____	_____	_____
Industriousness/Work Ethic	_____	_____	_____	_____
Motivation/Determination	_____	_____	_____	_____

2. Do you believe based on your contact with the applicant that he/she demonstrates the ability to successfully complete an internship? Yes\_\_\_\_ No\_\_\_\_ Why?

3. Do you believe this applicant would make a good employee? Why?

4. Identify your relationship to the applicant: \_\_\_\_\_  
\_\_\_\_\_

Name: *(please print)* \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return in a sealed envelope to the applicant.**



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**REFERENCE FORM**

Applicant's Name \_\_\_\_\_  
Last First Middle

I. Please evaluate the applicant by using the categories listed below. Check the most appropriate column.

	Outstanding	Excellent	Good	Fair
Academic Success	_____	_____	_____	_____
Good Character	_____	_____	_____	_____
Industriousness/Work Ethic	_____	_____	_____	_____
Motivation/Determination	_____	_____	_____	_____

5. Do you believe based on your contact with the applicant that he/she demonstrates the ability to successfully complete an internship? Yes\_\_\_\_ No\_\_\_\_ Why?

6. Do you believe this applicant would make a good employee? Why?

7. Identify your relationship to the applicant: \_\_\_\_\_  
\_\_\_\_\_

Name: *(please print)* \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return in a sealed envelope to the applicant.**