



## SUMMER YOUTH EMPLOYMENT OPPORTUNITY

**APPLICATION PERIOD BEGINS THURSDAY, FEBRUARY 1, 2018**

UNTIL 1,000 APPLICATIONS HAVE BEEN RECEIVED OR MARCH 31, 2018 – WHICHEVER COMES FIRST

### PROGRAM INFORMATION

- Interns must be Little Rock residents aged 16-21 by June 1, 2018
- Job Readiness Training is Monday, June 4-Friday, June 8, 2018  
(Interns must successfully complete training to be placed in a job)
- Job Placement is six weeks, from Monday, June 18-Thursday, July 26  
(Interns must work the entire six weeks with no more than 2 consecutive days off or risk immediate termination)
- Interns work 32 hour work weeks, from 8:00 AM – 5:00 PM, Monday-Thursday (off on Fridays)  
(4-hour part-time opportunities may be available for A.M. or P.M.)
- You must attend an Onboarding Session in order to be considered for job readiness training (Dates to be announced after you apply)
- Intern skills and interests are matched as closely as possible with job requirements, but are not guaranteed
- The City provides a Mentor for each Intern to heighten the level of employment success
- LRSD High School students may request a FREE Rock Region Metro Bus Pass from their Principal for transportation

For more information, visit: [bit.ly/CitySummerJob](http://bit.ly/CitySummerJob)  
or contact Michael Sanders  
(501) 399-3420 or [masanders@littlerock.gov](mailto:masanders@littlerock.gov)



# SUMMER YOUTH EMPLOYMENT OPPORTUNITY

## Internship Application Instructions

**Step 1.** Go to [www.lrijobs.net](http://www.lrijobs.net) and click on **Summer/Seasonal Job Opportunities**.

**Step 2.** Click on **2018 SYEO Student Intern**.

**Step 3.** Click on “Apply” on the right hand side of the page.

a) If you worked as an intern in 2017, enter your user name and password. **If you forgot your username and password call 1-855-524-5627.**

b) If this is your first time working for the City as an intern, click on **Create new account**.

NOTE: You **must** use a valid email address as all information will be sent to that address.

You must remember your username and password – HR **cannot** reset this

**Step 4.** Create an application. (Click on the blue edit links and enter your personal information, education, work experience, etc. in each section to complete application details. Click “**Save**” at the bottom of each section. Click on “**Save and Proceed**” once the application is completed.

**Step 5.** Answer the Agency-wide Questions, click “**Save and Proceed.**”

**Step 6.** Answer the Supplemental Questions, click “**Save and Proceed.**” Then click “**Confirm & Send Application**” at the bottom of the page.

**Step 7.** Click on the “**Accept**” button to process your application.

**You will receive the following email notice upon successful application completion:**

Thank you for applying for employment with the City of Little Rock. Applicants are responsible for completing and submitting all selection components listed on the job bulletin. Please note that you will not receive any additional reminders for selection components listed on the job bulletin. The selection process may include but is not limited to the following: application review and evaluation, supplemental questions evaluation, practical skills test, written exam, structured interview, and any other specified component.

Once the position is closed, it will be one to two weeks before you are notified of your status. The designated hiring authority will contact applicants chosen for an interview from the referral list. The hiring process could take up to six months, depending on the nature of the position, pre-employment screenings, and applicable background checks.

If the position is re-advertised, you are eligible to reapply. Please email any questions concerning your application to [HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov)

You can also log-in to your account and click on “**Application Status**” to double-check and see if you have successfully completed the application.

**If you need additional assistance with completing your application, you may:**

1. Email any questions to [HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov)
2. Call 501-371-4590 for over the phone assistance 8am-5pm Monday-Thursday and 8am-4pm on Friday
3. Go to the HR Department at City Hall at 500 W. Markham Street. A computer and assistance is available between the hours of 1:00pm and 4:00pm daily.

**If you need to use a free computer, you may:**

1. Go to the Hinton Neighborhood Resource Center (12th and Pine Streets) and ask to use a computer.
2. Go to your local library branch and ask to use a computer.

**THE DEPARTMENT OF HUMAN RESOURCES IS THE ONLY CONTACT FOR APPLICATION PURPOSES  
DO NOT CALL THE DEPARTMENT OF COMMUNITY PROGRAMS**



CITY OF LITTLE ROCK  
invites applications for the position of:  
**2018 SYEO - Student  
Interns**

An Equal Opportunity Employer

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DEPARTMENT: Community Programs - Summer

FULL SALARY RANGE: \$8.50 /Hour  
HIRING/ENTRY SALARY: \$8.50 /Hour

JOB TYPE: A6 - Part Time - Summer Programs

FLSA: Non-exempt position, eligible for overtime compensation.

OPENING DATE: 02/01/18 CLOSING DATE: Continuous

GRADE: 999 OPENINGS: 650

REQUIRED LICENSES AND/ OR CERTIFICATIONS: No licenses or certifications are required for this position

**POSITION INFORMATION/DESCRIPTION:**

The Summer Youth Employment Opportunity (SYEO provides City of Little Rock's youth between the ages of 16-21 (Youth Interns) with paid summer employment, including training, for up to six weeks during the summer months. SYEO also provides training on job readiness, career exploration, financial literacy and opportunities to continue educational and social growth. **MUST BE 16 YEARS OLD BY JUNE 1, 2018**

APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY FOR THIS POSITION UNTIL 1200 APPLICATIONS HAVE BEEN RECEIVED: The City of Little Rock reserves the right to close this announcement at any time, without prior notice. There will be approximately 650 job placements available.

**ESSENTIAL JOB FUNCTIONS:**

SYEO Interns will be responsible for various entry-level positions: (clerical, receptionist, building/grounds, maintenance, etc.).

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

SYEO Intern (650 positions):

Applicants interested in being considered to fill SYEO Intern positions should meet the following requirement:

- City of Little Rock resident.
- Between the ages of 16-21 (Youth Interns)
- Must be 16 years old by June 1, 2018

**GENERAL COMMUNICATIONS AND UPDATING YOUR CONTACT INFORMATION:**

The City of Little Rock will be communicating with you primarily through the use of email correspondence. It is important that you have access to a valid and working email address in order to ensure that you receive updated information.

**APPLICATION REQUIREMENTS:**

- ONLY On-Line Applications Accepted.

Applicable experience must be included in your work history. Please do not leave the work history section of the application "blank" or with a "see resume" statement. Failure to follow these instructions may result in the rejection of your application documents.

Applicants may check the status of their application for any position by logging into their applicant account at [www.LRjobs.net](http://www.LRjobs.net); therefore, applicants should keep their Username and Password available for this purpose. Applicants may call the Human Resources office at (501) 371-4590 if they are having computer difficulties or email Pamela Stewart at [pstewart@littlerock.gov](mailto:pstewart@littlerock.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.lrjobs.net>

Job #CP-02-2018  
2018 SYEO - STUDENT INTERNS  
PS

THE CITY OF LITTLE ROCK HUMAN RESOURCES  
500 West Markham, Suite 130W  
Little Rock, AR 72201-1428  
501-371-4590  
[HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov)

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### 2018 SYEO - Student Interns Supplemental Questionnaire

- \* 1. The Summer Youth Employment Opportunity will require you to be available for the full duration of the program dates of June 18-July 26, 2018 (Monday-Thursdays with Friday off). Will you be available to work for the full duration of the program?  
 Yes    No
  
- \* 2. If you have indicated "no" to question #1, please explain any restrictions or scheduling conflicts that you will have during this time:
  
- \* 3. The Summer Youth Employment Opportunity will require you to be available for training beginning the week of June 4th (Monday - Friday). Will you be available to attend the full duration of this training?  
 Yes    No
  
- \* 4. If you have indicated "no" to question #3, please explain any restrictions or scheduling conflicts that you will have during this time:
  
- \* 5. If you are NOT chosen for a 32-hour a week SYEO Intern position, are you interested in a part-time 16-hour a week position?  
 Yes    No
  
- \* 6. If you are NOT chosen for any of the SYEO Intern positions, are you interested in a participating in paid career-readiness training for 3-hours on Fridays?  
 Yes    No
  
- \* 7. Will you be at least 16 years of age by June 1, 2018? [NOTE: This information will be verified before employment may begin; providing false information will result in disqualification.]  
 Yes    No

- \* 8. Is your permanent address within the City of Little Rock, AR? (NOTE: This information will be verified before employment may begin; providing false information will result in being disqualified.)  
 Yes    No
- \* 9. We will be communicating with you primarily through the use of email correspondence. Do you have access to a valid email address? (Please ensure that this information is listed on your application.)  
 Yes    No
- \* 10. Have you ever worked for the Community Programs Summer Youth Employment Opportunity?  
 Yes    No
11. If you have indicated "yes" to question #10, please select the number of years you have participated in this program  
 1 year  
 2 - 3 years  
 4 or more years
- \* 12. Have you ever worked for the City of Little Rock? [NOTE: You have worked for the City of Little Rock if you have received a paycheck from the City of Little Rock).  
 Yes    No
- \* 13. Are you currently employed? If so, what is the status of your employment?  
 Full-Time  
 Part-Time  
 Internship  
 NOT Employed
14. If you answered yes to #13, do you expect to keep this job during the summer months?  
 Yes    No
- \* 15. Do you have siblings who are also applying for the Summer Youth Employment Program?  
 Yes    No
- \* 16. Which of the following is your first choice for your work assignment?  
 Administrative/Business  
 Agriculture/Animal Service/Biology  
 Child Care  
 Communications/Media/Advertising  
 Construction  
 Cosmetology  
 Education  
 Financial Services  
 Food Services/Restaurant  
 Government  
 Health Services  
 Hospitality  
 Information Technology  
 Legal

- Manufacturing
- Non-Profit Organization
- Public Safety/Police/Fire
- Recreation/Summer Camp
- Youth Programs

17. In the event your first choice is not available, please select two (2) additional choices for your work assignment?

- Administrative/Business
- Agriculture/Animal Services
- Child Care
- Communications/Media/Advertising
- Construction
- Cosmetology
- Education
- Financial Services
- Food Services/Restaurant
- Government
- Health Care Services
- Hospitality/Hotel Services
- Information Technology
- Legal
- Manufacturing
- Non-Profit Organization
- Public Safety/Police/Fire
- Recreation/Summer Camp
- Youth Programs

\* 18. If you are currently attending college, please indicate how many semester hours you will have completed by June 1, 2018.

- 0 to 14 semester hours
- 15 and above semester hours

19. If you are currently attending college, please write the name of the college that you attend.

\* 20. Do you have reliable transportation to get to work OR resources available to you for reliable transportation (i.e., bus, family member, etc.)?

- Yes     No

\* 21. If you are relying on alternative modes of transportation (i.e., parents, bus, family members, etc.) please indicate work site that will be most convenient:

- Downtown
- River Market
- Heights/Hillcrest
- East Little Rock
- Southwest Little Rock
- Capitol View/Stiff Station
- West Little Rock
- South Main/Governor's Mansion District
- Otter Creek
- Chenal Valley
- Any Location

\* 22. If you are currently attending High School, which school do you attend?

- Pulaski Heights

- Catholic High
- Central
- Hall
- Hamilton
- J.A. Fair
- Joe T. Robinson
- McClellan
- Metro
- Mount St. Mary
- Lisa Academy
- Parkview
- eStemCharter
- Pinnacle View
- Accelerated Learning
- Pulaski Academy
- OTHER school not listed

\* 23. What grade will you be in classified in the beginning of the 2018-2019 fall school year?

- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade
- College/Vocational Program

\* Required Question