

LADWP Student Worker Program

Full-time Summer Employment

Calling all prospective junior and senior high school students interested in working full time this summer at the Los Angeles Department of Water and Power (LADWP) – the largest municipal utility in the nation!

EARN while you LEARN about LADWP. Work at one of many LADWP facilities located throughout the City of Los Angeles. There are office, field, and technical work opportunities available for students this summer.

Our Goal: Provide high school students with meaningful work that will encourage them to seek future career opportunities with LADWP.

The Student Worker Program (SWP): An eight-week paid program where students learn real work situations. Field trips and tours of LADWP facilities will expose students to many exciting job opportunities across many Department operations. Students will also be provided information that will help them learn how to prepare and apply for future entry-level civil service exams.

General Eligibility/Qualifications: Applicants to the SWP must be City of Los Angeles residents and *current full time students* at a local high school who will be entering into their junior or senior year Fall 2009, or June graduates who will be continuing their education in the Fall. Work permits are required for students under 18 years of age. Also, student workers shall comply with the established policies and practices of the SWP and those of their local high school.



Program Duration: June 23, 2009 to August 14, 2009

Pay: \$11.68 per hour

Other: Students will be limited to a regular work schedule and shall not receive nor become eligible for other DWP benefits.



Please NOTE!

Application Deadline

**Applications must be received by
4:00 pm on April 24, 2009.**

Applications are available from the LADWP Human Resources Office or you can download the application form at <http://jti.ladwp.com>.

DWP will notify selected students by
May 15, 2009.



Please call LADWP (213) 367-2729 for any questions or send email to Lee.Turner@ladwp.com.



STUDENT WORKER PROGRAM

Summer Job Application

The Los Angeles Department of Water and Power is looking for high school students to assist with full-time, summertime work. This is a great opportunity for you to get diverse work experience. You will learn how a modern utility operates, learn how to apply for city jobs, serve your community and get paid while doing so!

Name: _____ E-Mail Address: _____

Address: _____

Home Phone Number: _____ Cell Phone Number: _____

School Where Currently Enrolled: _____

School Where You Will Be Enrolled in the Fall: _____

Is there any reason that you would not be able to work full time this summer (40 hours per week, 8 hours per day), such as summer school, sports practice, or family obligations?

Indicate type of work you prefer:

- Office _____
- Field _____
- No Preference _____

Where are you able to work? (please circle your #1 preferred area)

- Downtown LA East Valley
- West Valley Long Beach
- West LA

Were you a Student Worker last summer?

- Yes No

APPLICANT ELIGIBILITY REQUIREMENTS

Applicants must meet all of the following requirements:

1. Be a resident of the City of Los Angeles.
2. Be enrolled as a full-time student in an LAUSD school or other school in the City of Los Angeles.
3. Have the ability to communicate effectively in English.
4. Have the legal right to work in the United States (US Citizen or Permanent Resident).
5. Have a Work Permit (Required for students under 18 years of age).
6. Have completed sophomore (10th grade) or junior (11th grade) year, or June 2009 graduates who will be continuing their education (at a university, junior college, etc.) in Fall 2009.
7. Have reliable transportation to and from job assignments each day.
8. Have a desire to work and learn.

You must complete the Questionnaire/Survey on the next page and attach your resume and academic record. Include shops, computer, math, and science classes you are taking or have completed, grades earned, and any relevant work experience, extra curricular activities, interests, career goals, etc.

This application form can be downloaded from <http://www.ladwp.com/ladwp/cms/ladwp011828.jsp>.

Mail or deliver application & attachments to

LADWP Student Worker Program
c/o DWP Employment Services
111 North Hope Street, Room 556
Los Angeles, CA 90012

Incomplete applications, including applications with missing documents, will not be accepted. Contact DWP Employment Services at (213) 367-2729 with any questions or send email to Lee.Turner@ladwp.com.

Note: Applications must be received by April 24, 2009



STUDENT WORKER PROGRAM

SUMMER JOB APPLICATION QUESTIONNAIRE/SURVEY

Name _____ School _____ Grade Level by Fall 2009 _____

1. What are your career/educational goals after high school? _____

2. What skills do you possess that you believe may be of value at the worksite? (Ex. typing, calculating numbers, construction, mechanics).

3. List (2) strengths you possess. Explain.

4. List (2) of your weaknesses. Explain.

5. Do you have experience in the following areas?

<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>	
___	___	Answering phone/taking messages	___	___	Working around machinery/tools
___	___	Using computers (List programs/software)	___	___	Construction and other trades or crafts.
		a.			Examples: carpentry, cement work, painting, etc.
		b.			Other outside or specific field work.
		c.	___	___	
		d.			_____
___	___	Using fax/copier machines			
___	___	Researching information			
___	___	Calculating numbers	___	___	Office Work

6. List careers/occupations that interest you.

Using the following adjectives, please CIRCLE (5) that best describes you:

- | | | |
|---------------|---------------|-------------|
| creative | talented | precise |
| assertive | competitive | team player |
| rational | quiet | loyal |
| self-starter | understanding | talkative |
| helpful | mechanical | friendly |
| strong willed | cooperative | intelligent |
| shy | diplomatic | honest |
| tolerant | hardworking | dependable |
| logical | outgoing | organized |

In no more than 200 words, please write an essay about yourself and what you hope to gain from participating in the LADWP Student Worker Program. Use an extra sheet if necessary.

REMINDER: Do not forget to attach your resume, academic record, and any work experience to your application and questionnaire/ survey. Incomplete applications will not be accepted. Thank you!



Los Angeles Department of Water and Power Student Worker Program - Frequently Asked Questions

Work Schedules

1. What are the work schedules of the students?
Work schedules are negotiated with the supervisor, but all are day shifts, 8 or 9 hour days.
2. What if I have school or other obligations that keep me from working 40 hours every week?
Student Workers do not have to work full time, but if you cannot work a full schedule, you should indicate on your application what hours you can work. Working less than full time may exclude you from consideration from certain positions.
3. What if I miss days or am late to work?
Since this program is so short in duration, supervisors require that students come in to work every day and be on time every day. If a student is late or absent for 3 days without a reason, they can be terminated.
4. Are there part time positions available?
No, because this program is an intensive 8-week internship program and there are a limited number of spots available, all the positions are being filled with students who can work full time.

Work Assignments

5. Where are the jobs located? Are all the jobs in the City of LA? How many positions are available.
There are over 100 openings in LADWP facilities all over the City, including the Valley, Downtown, and the Harbor area. However, most of the positions are in downtown Los Angeles.

About the Application

6. Does the student worker need to live or just attend school in the City of LA?
A student must live within the City of Los Angeles to qualify for this program. The Los Angeles Department of Water and Power is funded by the ratepayers of the City of Los Angeles, so it is only our City's residents who are considered for this program.
7. What do you mean by "academic record"?
An academic record is any document that shows the courses taken and grades received by a student. This can either be an unofficial transcript, grade report, or report cards. If report cards are used, at least the last three received by the student should be attached.
8. Where do I get a work permit?
Work permits are provided through career or counseling offices at high schools. If you cannot provide a work permit before your first day of work, please inform your supervisor.
9. I don't actually live in the City of Los Angeles, can I still apply for the position?
No, unfortunately we have to limit application only to residents of the City of Los Angeles. We will be verifying residency of all candidates who are hired.
10. Regarding the work permit, does it need to be included with the application?
No, but it will need to be provided before the student starts his or her first day of work.
11. I don't have any work experience, do I still need to attach a resume? What should be included in a resume?
In addition to any work experience, a resume can contain career goals, extra curricular activities, volunteer work, hobbies, interests, awards won, subjects of interest in school, or anything else that will help tell us why we should hire you.
12. If a student is graduating this spring, can they still apply?
Yes, if a student is graduating this spring and will be continuing his or her education in the fall (at a university, junior college, trade school, etc), then that student can apply.
13. I graduated last year and am currently in college, can I apply?
No, only students who are enrolled in high school at the time of application qualify for these positions. There can be no exceptions.
14. What if a student is going out of town for a week during the program? Can they still apply?
Since this program is only 8 weeks long and there are a limited number of positions available, students who will be missing more than a week of the 8 week program should not apply.
15. What if I am a returning Student Worker?
Student Workers from last summer may reapply and previous service is a plus, but no one is guaranteed placement or special consideration in the application process. Selections are still based on the individual merits of the applicant. Also, Student Workers' evaluations from last summer may be reviewed as part of the selection process.