

**Livermore Teen Academy
June 8 - 26, 2020
Participant Application**

Name _____

School _____ Grade in Fall 2020 _____

Date of Birth: _____ *Applicants must be 16 years of age or older by 6/8/20.*
mm/dd/yy

Contact Information:

Address _____

Telephone _____ Number to Text _____

Email address _____

Return your completed application to the Civic Center Library Youth
Services Desk or by email to njbrumley@cityoflivermore.net
Applications are due by February 28, 2020 at 6:00 pm.

Certain City Departments will be looking for a specific skill based on a project they have designed for their internship. Please mark any of the following where you have at least a moderate level of mastery. (Not every internship will make use of these skills, so don't worry if you don't mark any of the below)

- | | |
|--|---|
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> MS Excel (data entry) | <input type="checkbox"/> Website Creation |
| <input type="checkbox"/> MS Publisher | <input type="checkbox"/> Communication (written, verbal) |
| <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Copier/Scanner/Fax Machines |
| <input type="checkbox"/> Videography | <input type="checkbox"/> Social Media (Twitter, Facebook) |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Survey Monkey |

(continued on next page)



LIVERMORE PUBLIC LIBRARY

Livermore Teen Academy Internship Preference Survey

Applicant Name _____

The Livermore Teen Academy includes a 24-hour internship with a City of Livermore department. Participants will be assigned to an internship, taking into account their interests and skills. This program will include a variety of internships, but participants will not necessarily have their first choice of internships.

Please rate the following internships in your order of interest, with 1 being the internship you are the most interested in, 2 being the internship you are the second-most interested in, etc., with 8 being the internship you are the least interested in. Brief descriptions of the departments are listed on the next page to assist you. You can research departments further by visiting <http://www.cityoflivermore.net/>.

_____ Administrative Services

_____ City Attorney's Office

_____ City Manager's Office

_____ Community Development Department

_____ Fire Department *(Fire Department interns will report to the Pleasanton offices.)*
 If selected for the Fire Department Internship, I will be able to report to 3560 Nevada Street, Pleasanton, CA 94566 or 3301 Busch Road, Pleasanton, CA 94566.

_____ Office of Innovation and Economic Development

_____ Library

_____ Police Department

_____ Public Works

Would you be willing to accept any of the above internships, if assigned to you?

YES

NO

If no, please list which internship(s) you would not want to accept:

Administrative Services – The Administrative Services Department consists of the City Clerk's Office, Finance, Human Resources, and Information Technology Divisions providing essential administrative services and support to internal and external customers of the City of Livermore.

City Attorney's Office – The City Attorney's Office is the legal counsel for the City Council, volunteer City advisory groups, and City staff.

City Manager's Office – The City Manager's Office is responsible for the operational activities of all City departments. It implements policies and procedures at all levels of City government to ensure the City Council's community vision becomes reality.

Community Development Department – The Community Development Department provides services that relate to land use, building construction, infrastructure development, affordable housing, and human services. The Department is responsible for implementing City Council policies related to planning and managing the City's growth.

Fire Department – The Fire Department limits risk of fire, injury and property damage associated with fire, explosions, hazardous materials incidents, storms or other natural and technological emergencies, and prepares City forces for disaster response.

Office of Innovation and Economic Development – The Office of Innovation and Economic Development is the City's primary point of contact with the business community, assisting companies that wish to start, grow, or relocate in Livermore. The Office develops and implements programs to achieve City Council goals related to fostering a vibrant, innovation-driven business community.

Library – The Library offers books and other materials for checkout, provides educational and cultural classes for children and adults, and offers informational resources for people of all ages.

Police Department – The Police Department work includes crime prevention, patrol, investigations, and emergency dispatch.

Public Works – The Public Works Maintenance Division maintains the City's streets, street lighting, public landscaping, City buildings, and City vehicles. The Water Resources Division is responsible for providing safe household water to Livermore residents. It also operates the Water Reclamation Plant where sewage generated in the City of Livermore is collected and treated. The Airport Division is responsible for the entire airport operation, including all airplane take off and landings and airline hanger rentals. The Environmental Division coordinates all activities associated with garbage, recycling, public outreach education, and landfill agreements.