



Service
Performance
Integrity
Responsibility
Innovation
Teamwork

Human Resources
625 Court Street, Rm. 101
Woodland, CA 95695
Phone: (530) 666-8055
Fax: (530) 666-8049

www.yolocounty.org

Application Process

To apply for a Summer Internship, please submit a completed County of Yolo Employment Application by the application deadline.

Applications may be submitted online at www.yolocounty.org, by fax at (530) 666-8049, or in person Monday through Friday, 8 a.m. to 5 p.m. at 625 Court Street, Room 101, Woodland, CA 95695. To request an application be mailed to you, please call the Jobline at (530) 666-8159.

Alcohol and Drug Test

In compliance with the Drug-Free Workplace Act of 1988, Yolo County is committed to maintain a workplace that is free of drugs and alcohol. As a routine part of the pre-employment process, candidates who receive a contingent job offer for a paid position shall be subject to an alcohol and drug test. Additionally, Yolo County requires a background check that includes submission of fingerprints records to the Department of Justice and, as needed, the Federal Bureau of Investigations.

Commitment to Workforce Diversity

Yolo County is an **Equal Opportunity Employer** committed to obtaining a diverse employee workforce properly reflective of the population we serve. We are committed to an environment where differences are valued and all County employees are a productive part of a high performing team delivering quality services to our clients. A focus of the County's commitment is to increase the diversity among County management and professional occupations. We invite and encourage all persons interested in seeking career with Yolo County to apply.

Note: The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**YOLO
COUNTY**

**SUMMER
INTERN
PROGRAM**



**For Yolo County
High School Students
Age 15 and above
PAID ★ UNPAID**

**Application Deadline:
MAY 31, 2008**

The Program

The County of Yolo Human Resources Department is pleased to announce the 2008 Summer Intern Program. This is an eight week summer intern program open to Yolo County high school students age 15 to 19. Internships may be paid or unpaid. For paid internships, a student must possess a valid work permit. For unpaid internships, students may earn hours toward the forty (40) hour community service graduation requirement. All internships are part-time and hours are flexible in order to meet the needs and desires of students and their families.

Benefits of the Program

The Summer Intern Program was developed to introduce high school students to public service as a career option. Students have the opportunity to be placed into an internship position that matches his or her future career and college goals.

In addition, there are three two hour Intern Training sessions within the eight week program that are designed to teach students about:

- ★ Services provided by government



- ★ Decision-making in government

- ★ Work habits such as appropriate workplace behavior and attire

- ★ Job search and interviewing skills

The Positions

Internship opportunities are available in a variety of County departments. Some ideas of intern placements include:



Agriculture

Public Health

Administration

Public Works

Employment and Social Services

Parks and Resources



Law Enforcement

Selection Process

All students who submit an application will be invited to an informal interview tentatively scheduled for the afternoons of June 4 and June 5. During the interview, the student will be asked to discuss personal interests, career goals and/or college goals. Every effort will be made to match each student with a County department and/or internship that matches the student's interests and future goals.



Calendar of Events

May 31	Applications due to Yolo County Human Resources by 5 p.m.
June 4 and 5	Applicant Interviews
June 16	Intern Program Orientation (2 hours)
June 17	First Day of Work
July 1	Intern Training (2 hours)
July 15	Intern Training (2 hours)
July 29	Intern Training (2 hours)

August 8 -

Last Day of Intern Program

