



County of Santa Clara

Government Fellowship Program

Student Criteria and Application

Call for Applications November 30, 2020 – January 8, 2021

Criteria

Please read and comply with the following:

Student Eligibility

- Be a U.S. Citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility
- Must be at least 16 years of age; students under age 18 will require a work permit
 - Please note that some placements may require fellows to be at least 18 years of age
- Possess a cumulative grade point average of at least 2.7 on a four-point scale
- Be currently enrolled in an institute of technology, community college, 4-year university, graduate program, trade school, or similar facility that offers an academic degree or certification after high school

Stipend Structure

- Stipends will range from \$3,500 to \$8,000
- Fellowship term may run up to 10 weeks, with a minimum of 150 hours per 5-week term

Required Documentation

- Student Application
- Unofficial Transcript
- Personal Statement – **to be written by the student.**

Please describe your interest in the County's Government Fellowship Program, reason for specified program interest and future career goals. Please include how your life experiences, and personal perspective will: (1) Contribute to the County of Santa Clara's mission to plan for the needs of a dynamic community, provide quality services, and promote a healthy, safe and prosperous community for all; and (2) Support the County's declaration that racism is a public health crisis, and its embracement of utilizing a racial equity lens as a key operational factor to identify and potentially eliminate barriers.

Required Information

- Major/Minor, if declared
 - If undeclared, provide interested fields of study
- Extra-curricular activities/interests/community involvement
- Preferred term
 - Length of term (up to 10 weeks)
 - Summer months available (June, July, August, etc.)
 - Days of the week available (Mon., Tues., etc.)
 - Daily hours available
 - Scheduled vacation(s)/requested time off
- Stipend request amount and justification in support thereof
- Specified program interest(s)
 - Board Priority, Policy, and/or Initiative

AND/OR

 - County Department with High Demand Job Classification

Please note:

- ✓ Selected Fellows will be required to enter into a Stipend Agreement with the County
- ✓ The County will pay Fellows on a bi-weekly basis
- ✓ Fellows may be subject to a background check, fingerprinting, and/or physical exam



County of Santa Clara

Government Fellowship Program

Student Application

1. Student Information

Name: _____

Email Address: _____

Phone Number: _____

Are you at least 16 years of age? Yes No

If yes, will you be at least 18 years of age by April 1, 2021? Yes No

Name of Educational Institution: _____

Cumulative G.P.A.: _____

Major/Minor (if undeclared, provide interested fields of study):

Extra-Curricular Activities/Interests/Community Involvement:

Can you provide proof of your legal right to work in the United States? Yes No

2. Student Availability

Preferred Length of Term: _____

Summer Month Availability: _____

Days of the Week Availability: _____

Daily Hours of Availability: _____

Scheduled Vacation(s)/Requested Time Off (if known):

3. Requested Stipend Amount and justification in support thereof:

4. **Specified Program Interest:** Please identify a total of three (3) areas of interest, choosing from any of the placements listed in **a** and **b** (visit [our website](#) for more information on specific placements). If your program interest is not listed, specify the County office, project, or job classification that qualifies under either option. Prioritize the three choices in order of interest but note that the selected choice is not guaranteed.

- 1. _____
- 2. _____
- 3. _____

a. Board Priority, Policy, and/or Initiative such as, but not limited to:

- Evidence-Based Practices in Child Advocacy Centers
- Privacy Laws, Policies, and Standards
- Racial Equity
- Restorative Justice Practices in Violent Crimes
- Santa Clara Valley Health & Hospital System
- Transgender Equity
- Vector Control
- Other (please specify)

AND/OR

b. High Demand Job Classifications such as, but not limited to:

- Office Specialist series
- Nursing series (Clinical Nursing and Public Health)
- Other (please specify)

5. **Knowledge and Ability:** Please indicate your proficiency level using the following computer applications. **A = Advanced I = Intermediate N = Novice N/A = None**

Computer Applications

_____ Word
_____ Excel
_____ PowerPoint
_____ DocuSign
_____ Teams

Other

Please attach Unofficial Transcript AND self-written Personal Statement to your application.

Once completed, submit via e-mail to fellows@ceo.sccgov.org.

DUE: January 8, 2021, no later than 3:00 p.m.