



The 2022 Leadership Experience & Employment Program

This application is for College Students Only



The Leadership Experience & Employment (LEE) Program founded by the late Harris County Commissioner El Franco Lee and now sponsored by Commissioner Rodney Ellis, places Houston area students in internship positions in county departments and private firms. Founded in 1985, the LEE Program promotes personal growth, academic excellence and professional work experience in fields such as engineering, science and technology, health care, accounting, and construction to name a few.

The program is designed to provide a hands-on, real world learning experience for interns in their respective fields of study. The LEE Program also presents an opportunity for college students to network with professionals in their future career fields.

Only one person per family will be placed per program year.

<p>ELIGIBILITY: In order to be eligible for the Harris County Precinct One, LEE Program, you must meet the following qualifications:</p>	<ul style="list-style-type: none"> • Must be enrolled as a full-time, undergraduate student (12 or more earned credit hours) for Fall 2021 and Spring 2022 • Cannot be on academic probation
<p>APPLICATION PROCESS: Please send the following information to: LEEPProgram@cp1.hctx.net</p> <p style="text-align: right;"><i>Deadline: January 28, 2022</i></p>	<ul style="list-style-type: none"> • Application • Resume • Cover Letter • Unofficial Transcript • Professional Color Headshot • Waiver/Release Form • Parental Release (If under 18) • Letter of Recommendation (Must be from a Professor, Previous Employer, and/or Organization Leader) • Confidentiality Agreement
<p>WORK SCHEDULE: (May vary per assignment)</p>	<ul style="list-style-type: none"> • Monday through Friday 8:00 am - 5:00 pm • 40 Hours per week • Times may vary Ex: 9:00am-6:00pm
<p>RATE OF PAY:</p>	<p>\$10.00-\$19.00</p>
<p>NOTIFICATION:</p>	<p>All applicants will be notified on or before March 1, 2022. Notification for the program and all future correspondence will be conducted via email. Please be sure to provide a valid email address. Notification will not be made by telephone. The decisions of the selection committee are final. Once notified please respond by accepting the position by Thursday, March 3, 2022 by 5:00pm. If you do not accept the position, your position will be filled by the next eligible applicant.</p> <p>You must check your emails it is very important for updates.</p>
<p>CONTACT:</p>	<p>Dymond McClerkin Harris County Precinct One LEE Program 2727 El Camino Houston, Texas 77054 Office: 346-286-1958 Cell: 832-803-7499 Email: LEEPProgram@cp1.hctx.net</p>



Thank you for your interest in the Leadership Experience & Employment Program (LEE Program). We will accept applications **November 30, 2021- January 28, 2022**.

INTRODUCTION

Precinct One is looking to attract, mentor and develop students who meet the criteria of the LEE Program and who meet the qualifications outlined by participating departments and agencies.

MISSION

The LEE program is intended to create a beneficial relationship and growth opportunity for employers and collegiate students in the Harris County area. This program will enhance Precinct One's ability to accomplish its strategic goals, recruit top talent, and build strong relations within the community.

PROGRAM CRITERIA

All students must be an undergraduate college student and currently enrolled in school **full-time** (12 semester hours). No placement consideration will be given until all requested information has been submitted.

APPLICATION and Required attachments

1. LEE Program application
2. Resume
3. Cover Letter
4. **Unofficial** school transcript showing at least 12 **earned** hours for Fall 2021 (Cannot be on academic probation)
5. Professional Color Headshot
6. Appropriate Waivers
7. Two Letters of Recommendation (Must be from a Professor, Previous Employer, and/or Organization Leader)

NOTE: Former LEE Program interns are eligible for rehire if they scored 3.0 or higher on their performance evaluation and have not been dismissed from the internship in the previous years. You must have completed the whole internship without quitting, leaving early, and or being dismissed to be considered for an internship.

INTERVIEW PROCESS

Eligible students will go through four phases before final placements.

- Phase 1- Screening (LEE Program staff with review all submitted documents)
- Phase 2- Interview with the LEE Program Panel
- Phase 3- Department recommendations (Some departments may conduct a 2nd round of interviews)
- Phase 4- Background Checks
- Notification on or before March 1, 2022
- **The DEPARTMENT and the LEE Program staff will issue the final decision of placements. All applicants who are placed must work full-time.**

COMMITMENT

All applicants who are placed must work full-time. Participants are expected to serve a 40-hour workweek for the entire length of the program. (8 hours per day for 10 weeks.)

NOTICE

- Maximum of one person per family can be placed per program year.
- Please be advised, if placed, there is **no guarantee** that the jobsite will be located near/or within 30 miles of your home.
- If accepted into the program participants are responsible for their own transportation to/from assigned placement.

- You must have reliable transportation to get back and forth to work.
- You must have a valid driver's license.
- You must complete the internship in its entirety. If you decide, you have to leave early due to any circumstances you will be automatically dismissed from the program and must wait one year to reapply.
- If you do not submit leave request to your direct supervisor and the LEE Program staff you will be written up and your host site has discretion to dismiss you from the program

The deadline for submitting the LEE Program Application is January 28, 2022. Applications must be submitted electronically to LEEPProgram@cp1.hctx.net.

If you are selected for an internship do you agree to comply with the rules, regulations and procedures of the program? Yes No

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest." Yes No

Have you ever been convicted of a misdemeanor? Yes No

If yes to any of the above questions, please explain fully:

Do you have any relatives presently working for or holding office in Harris County Government? Yes No
If yes, please list the name(s), relationship and the department in which employed.

EMPLOYMENT AND/OR VOLUNTEER HISTORY

Employer: **Phone Number:**
Address: **City:** **State:**
Job Title: **From: (Month/Year)** **To: (Month/Year)**
 Full-Time **Part-Time** **Temporary** **May we Contact this Employer?** **Yes** **No**
Reason for leaving (be specific):
List the jobs held, duties performed, skills used/learned:

Employer: **Phone Number:**
Address: **City:** **State:**
Job Title: **From: (Month/Year)** **To: (Month/Year)**
 Full-Time **Part-Time** **Temporary** **May we Contact this Employer?** **Yes** **No**
Reason for leaving (be specific):
List the jobs held, duties performed, skills used/learned:

Employer: **Phone Number:**
Address: **City:** **State:**
Job Title: **From: (Month/Year)** **To: (Month/Year)**
 Full-Time **Part-Time** **Temporary** **May we Contact this Employer?** **Yes** **No**
Reason for leaving (be specific):
List the jobs held, duties performed, skills used/learned:



HARRIS COUNTY PRECINCT ONE
LEE PROGRAM 2022

WAIVER AND RELEASE



(PLEASE PRINT AND/OR MARK WHERE APPLICABLE)

STUDENTS INFORMATION

Last name:	First Name:	Middle:	Birth Date: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Ethnicity (check one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Latino		Race (check one or more): <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other Multi-racial			
Street Address:			Email Address:		
City:		State:		ZIP Code:	

PARENT/GUARDIAN - HOUSEHOLD INFORMATION

Number of Persons in Household: _____	Report Income for ALL Household Members: \$ _____
Adults: _____	Children/Dependents: _____ Number of Children/Dependents in College: _____

COMBINED FAMILY INCOME (ANNUAL)

<input type="checkbox"/> \$ 0 - \$14,000	<input type="checkbox"/> \$14,001 - \$16,000	<input type="checkbox"/> \$16,001 - \$18,000	<input type="checkbox"/> \$18,001 - \$20,000	<input type="checkbox"/> \$20,001 - \$21,600	<input type="checkbox"/> \$21,601 - \$23,200
<input type="checkbox"/> \$23,201 - \$24,800	<input type="checkbox"/> \$24,801 - \$26,650	<input type="checkbox"/> \$26,651 - \$30,000	<input type="checkbox"/> \$30,001 - \$33,300	<input type="checkbox"/> \$33,301 - \$36,000	<input type="checkbox"/> \$36,001 - \$38,650
<input type="checkbox"/> \$38,651 - \$41,300	<input type="checkbox"/> \$41,301 - \$44,000	<input type="checkbox"/> \$44,001 - \$48,000	<input type="checkbox"/> \$48,001 - \$53,300	<input type="checkbox"/> \$53,301 - \$57,600	<input type="checkbox"/> \$57,601 - \$61,850
<input type="checkbox"/> \$61,851 - \$66,100	<input type="checkbox"/> \$66,101 - \$70,400	<input type="checkbox"/> \$70,401 - \$80,000	<input type="checkbox"/> \$80,001 - \$90,000	<input type="checkbox"/> \$90,001 - \$99,000	<input type="checkbox"/> \$100,000 ABOVE

Indicate Financial Aid (if any) and the amount received/anticipated:

Pell Grant \$ _____ Student Loan \$ _____ Scholarship \$ _____ Work-Study \$ _____

STUDENTS MEDICAL INFORMATION

Does the participant have any physical conditions or limitations that might impede participation in this program? Yes No

If so, please list: _____

Epilepsy Diabetes Heart Condition Asthma Nose Bleeds Other: _____

Is this participant currently taking any medications, if so please list: _____

Does the participant have medical insurance? Yes No

Name of Insurance: _____ Subscriber's Name: _____

Doctor's Name: _____ Address: _____ Phone Number: _____

Participant Name (Print) _____ Participant/ Parent/Guardian Signature (If a minor) _____

LEE Program Waivers

IN CASE OF EMERGENCY

Emergency contact:	Relationship:	Home number: ()	Work number: ()
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I certify the previous information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize Harris County, Harris County LEE Program, Harris County Aquatic Program, and Harris County Street Olympics or insurance company to release any information required to process my claims.

Signature

Date

MEDICAL AUTHORIZATION

I do hereby appoint Harris County, Harris County LEE Program, Harris County Aquatic Program, and Harris County Street Olympics to act in my/our behalf in authorizing emergency medical, dental, or surgical care and hospitalization for the above-named minor during a period of my/our absence.

This document shall be presented to a physician, dentist, or appropriate hospital representative if emergency medical, dental, surgical care or hospitalization may be required.

Signature

Date

MEDIA RELEASE

I hereby grant permission to Harris County, Harris County LEE Program, Harris County Aquatic Program, and Harris County Street Olympics to Film/photograph/interview. It is my understanding that this film/photograph/interview or portions thereof will be used for public view.

I agree to participate in this project without financial remuneration, and I understand that this releases the above named parties their agents, heirs and assigns employees from any future claims as well as from any liability arising from the use of said photograph/interview.

Signature

Date

FIELD TRIP WAIVER

I understand that adult leaders will supervise recreational and instructional field trip activities. I hereby release Harris County, Harris County LEE Program, Harris County Aquatic Program, and Harris County Street Olympics and all of its supervisors, employees, and/or representatives from any and all liability and/or claims and/or cause of actions, individually or collectively, for any damages or injuries which might be received during activity, on field trips or in traveling to and from such field trip destinations, except for those for which the above named parties, its supervisors, employees, and/or representatives do have effective insurance coverage but only to the extent of such insurance coverage.

Signature

Date

PROGRAM INDEMNITY WAIVER

I certify that, to the best of my knowledge and belief, all the information on and attached is true, correct, complete, and provided in good faith. I understand that false or fraudulent information on, ore attached to this request may be grounds for being ineligible to receive the assistance requested and may be punishable by a fine and/or imprisonment. I understand that any information I give may be investigated.

I hereby release and forever discharge the Harris County, Harris County LEE Program, Harris County Aquatic Program, and Harris County Street Olympics, officers, servants, agents and employees from any and all liability for any damages, losses or injuries which may be sustained or suffered arising out of or in connection with any activity sponsored by the above noted entities.

I have read the foregoing Acknowledgment, Waiver and Release Agreement (including such parts as may subject me to person financial responsibility). I am and will be legally responsible for the obligations and acts of the participant as described in the Acknowledgment, Waiver and Release Agreement. I agree for myself and for the participant, to be bound by its terms. I certify that I am the parent or legal guardian of the participant.

Participant Signature

Parent/Guardian Signature *(if a minor)*

Date



INTERN CONFIDENTIALITY AGREEMENT



Harris County Precinct One has agreed to have _____ (Intern Name) work in the Leadership Experience and Employment Program (L.E.E. Program). This is a temporary assignment starting May 31, 2022 and concluding on August 5, 2022. I hereby acknowledge that during the course of my assignment, some of the information that I handle may be privileged, confidential and exempt from disclosure under applicable law. I acknowledge that any dissemination, distribution or copying of this information for any purpose other than what is intended, is strictly prohibited.

I, _____ (Intern Name) also agree that under no circumstances during my temporary assignment or thereafter, for as long as said information remains confidential, will I break this Confidentiality Agreement without written consent from the L.E.E. Program.

Signature

Printed

Date

LEE Program Agreement

To ensure the program's continuous success, we ask that you read and sign the following agreement, as well as initialing ALL items. If you break any one of these throughout the internship you will be dismissed from the program

1. _____ Intern agrees that upon assignment and acceptance of his/her position, intern will not have the option to be transferred or reassigned to another position.
2. _____ Intern understands that placement is based according to qualifications and availability of jobs.
3. _____ Intern agrees that if he/she fails to report to assignment, intern forfeits the opportunity to participate in the 2022 Internship Program. (Must start on May 31, 2022) **(No exceptions)**
4. _____ Intern is required to pass a background check and the drug/alcohol screening before being accepted for employment.
5. _____ Intern acknowledges that if he/she is terminated from the program due to poor job performance, tardiness, or violations of work rules, the intern is not eligible to apply to participate in the program for a period of one year. If the intern voluntarily resigns from the position, he/she may not apply to the program the following year.
6. _____ Intern agrees to complete the full 10-week internship program. If the intern decides not to complete the full 10 weeks, he/she will not be considered for future internship opportunities. **The last day of the internship is August 5, 2022.**
7. _____ If intern does not explain any obligations during the interview they might have during the summer and then decide to have obligations intern will be dismissed from the program. **(Emergencies do not count we understand things may happen)**. This is a full-time commitment.
8. _____ Interns must communicate with their direct supervisor in a professional manner.
9. _____ Interns must complete a 40-hour work week.
10. _____ Interns must submit a leave request if they are requesting days off. Interns may have up to three excused absences for approved reasons. Approved reasons do not include family vacation, birthday celebrations, etc. and may be dismissed for not calling in if absent.
11. _____ Interns must complete the internship project by the conclusion of the program.
12. _____ Interns who do not complete the internship project will not be considered for future internship opportunities with the LEE Program.
13. _____ Interns who do not follow the rules conducted by the host site and LEE Program will be dismissed from the program.
14. _____ Interns who turn in false documents may not be considered for internship opportunities.
15. _____ Interns conducting virtual meetings including Microsoft Teams and Zoom must have camera on at ALL times and dress and conduct themselves in an appropriate manner at all times.
16. _____ Interns are required to participate in an orientation prior to the start of the internship program.

Signature

Printed

Date

No Intern will be placed without a signed agreement. In the event you have school obligations, please contact Dymond McClerkin (Pct1LEEPprogram@cp1.hctx.net) on or before March 3, 2022

CHECKLIST:

Please include the following upon submission:

- Cover Letter
- Resume
- (2) Letters of Recommendation
- Professional Color Headshot
- Unofficial Transcript for Fall 2021
- Waiver and Release Form
- LEE signed Agreement
- Completed Application
 - When submitting your application please save each document with the appropriate title and name. Please follow this example: John_Doe_Resume

COMPLETED APPLICATIONS SHOULD BE EMAILED ELECTRONICALLY TO:
LEEProgram@cp1.hctx.net

Application deadline: January 28, 2022