



**Esmeralda Z. Soria
Councilmember, District One
Council Aide Application**

COUNCIL AIDE

Council Aides provide valuable work experience directly related in an office and field setting. Council Aide assists with community outreach, constituency services, events, research and special projects.

A Council Aide will receive hands-on experience in a field of municipal operations.

A Council Aide should be available to work between 20 to 25 hours per week.

REQUIREMENTS FOR COUNCIL AIDE

1. Must be at least 18 years of age.
2. Applicant must submit a personal letter expressing their interest in becoming a Council Aide.
3. Applicant must submit a resume with the application.
4. Applicant must provide 1 professional and 1 personal reference.
5. Applicant must submit all requested documents via email below to Chief of Staff, Terry Cox.

HOW TO APPLY:

Return the following items --

Email: Terry.Cox@fresno.gov

For questions, please feel free to contact my Chief of Staff at 559-621-7810.



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Applicant Information		
Last Name	First Name	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address		

Availability							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held:	
Are you currently a full-time or part-time student? <input type="checkbox"/> Full-time student <input type="checkbox"/> Part-time student	Please indicate school:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study (major):
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language: <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic



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Areas of Proficiency

- | | | | |
|--|--------------------------------|---|------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Word | <input type="checkbox"/> Powerpoint | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Strong Writing Skills | <input type="checkbox"/> Excel | <input type="checkbox"/> Virtual Meetings | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Canva | <input type="checkbox"/> Other, please explain: _____ | |

Personal Information

Why are you interested in serving as a Council Aide in our office?

What specific experience would you like to gain through this position?

Describe your long-term career goals:

Professional References

Name	Relationship and contact info (e-mail and/or phone number)



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Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to a position in the District 1 office, I understand that false or misleading information in my application may result in my release.

Signature:

Date: