

1rstJobs™ Summer Employment Application 2018

Thank you for your interest in the North Shore Youth Career Center's Summer Youth Program 2018. If you are a youth between the ages of 14 to 21, the next step in the process is to complete this application and include the required documentation to determine your eligibility. When you have completed this application, please call or visit our office to meet with a Youth Career Center staff member listed below.

All applications must be completed in full and must include all required backup documentation (*applicants under 18 must have their legal parent/guardian sign designated areas*) and submit to the North Shore Youth Career Center, 117 Franklin St, Lynn, MA 01902 (**NO LATER THAN FRIDAY MAY 25, 2018**). Incomplete applications will not be accepted.

Career Readiness Workshops

All youth are required to complete the workshop series to obtain job placement.

Completion of this application and completion of workshops does not guarantee job placement.

Questions/concerns/appointments regarding the application/process please call the North Shore Youth Career Center staff.

Ann-Marie O'Keefe	781-691-7435	aokeefe@nscareers.org
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***A listing of approved eligibility documentation is listed on page 2.**

These are the most commonly used documents. *Please select one of the documents from each of the four sections.*

1. Proof of Address

- Current Utility bill with address and dated within the past 30 days; can be in parent's or guardians name
- Current Lease
- Postmarked envelope within the past 30 days
- Current Food Stamp or TAFDC benefits letter; must include youth name; dated within the last 30 days

2. Proof of Age and US Citizenship

- US birth certificate or US passport
- Valid permanent resident card/I-94 card (copy of front and back)
- US naturalization certificate

3. Proof of Household Income

- Free or Reduced Lunch Documentation
- Student's Individual Education Plan (IEP)
- Most recent paystubs for all members of the family listed on page 4 with year to date totals
- SSI; SSDI; Survivor Benefits from the Social Security office
- Current Food Stamp or TAFDC benefits letter; must include youth name; dated within the last six months

4. Proof of Social Security Number

- Social security card
- Letter from Social Security office with social security name and number included

Please note that not all sample backup documentation is listed on this sheet. If you have any questions regarding your backup documentation please call a North Shore Youth Career Center representative.

<i>For Internal Use Only</i>
<input type="checkbox"/> Access
<input type="checkbox"/> Moses
Moses ID#: _____
<input type="checkbox"/> CA

Date you completed the form: _____

F1rstJobs™ YW Summer Application 2018

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Date of Birth: _____ Male: Female: Social Security _____

Current Age: _____

Currently in School: Y N Current Grade: _____ Graduate: Y N

School Name: _____ Graduation Year: _____

Do/Did you Receive Free Lunch/Reduced: Y N

Do you have a Driver's License Y N

Ethnicity: Hispanic or Latino Y N Are you Bilingual: Y N

Race: White Black or African American Information not Available Language: _____

Asian American Indian or Alaskan Native Are you working now: Y N

Other Hawaiian Native or Other Pacific Islander Where: _____

Please circle all that apply to you

- | | |
|----------------------------------|--|
| Homelessness | IEP/504 |
| Foster Youth | Disability/Special Needs |
| Former Foster | Poor Academic Performance/School Dropout |
| Child of single parent/guardian | Court Involved |
| Limited English Skills/Immigrant | DYS |
| Teen Parent | None |

<i>For Internal Use Only</i>
<input type="checkbox"/> YW Eligible <input type="checkbox"/> F1rstJobs
Date Job Filled: _____

FAMILY MEMBERS *(Include all family members who presently reside with you and are related by blood, marriage and decree of court and can be included in one or more of the following categories.)*

- A. Husband, Wife and Dependent Children.
- B. A Parent or Guardian and Dependent Children.
- C. Husband and Wife.

NAME	AGE	RELATIONSHIP
		Self

APPLICANT CERTIFICATION: I attest that the information on the application is true to the best of my knowledge and that there is no intent to commit fraud. The information on the application will be used to determine eligibility and the information is subject to external verification and may be released for such purposes. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment, and may also be subject to criminal prosecution, if falsified documentation was provided.

 YOUTH SIGNATURE

 DATE

 PARENT/GUARDIAN SIGNATURE (If applicant is under 18)

 SIGNATURE OF INTERVIEWER

 DATE

Authorization to Release Personal Information

Must be completed, even youth over 18

I _____ the parent or legal guardian of

_____, a minor child, hereby authorize the North Shore Youth Career Center to obtain information from my minor child's school regarding:

- Free/Reduced Lunch Status
- IEP/504 Plan

This verification is valid from: _____ and will expire on **8/31/2018.**

This form is being used for the sole purpose of eligibility for employment.

Additionally, I the undersigned person, hereby authorize the North Shore Youth Career Center to release a photograph of my minor child in conjunction with the release of information.

I reserve the right to review and approve any information to be published about my minor child by the North Shore Career Center before the actual publishing of such information.

Further, I understand and acknowledge that I, or my minor child, will not receive any fee for providing this information and photograph; and that any services that my minor child may be eligible for will not be affected in any way by this release.

Signature: (parent or legal guardian if under 18) _____

Print name: _____

Print Address: _____

Print Date: _____

YCC Staff: _____

Printed Name & signature

Date



YouthWorks Confidentiality Statement and Release Form

The program you are about to enter is paid for by the state of Massachusetts; Commonwealth Corporation runs the program for the state and needs to be able to report how well the program is working and whether or not it is meeting its goals.

Being able to show that teens and young adults who take part in work-readiness training and temporary job placements are succeeding in the workplace and in related educational programs is important. It helps continue the program funding. We will keep this information confidential. Thank you for your assistance.

To be completed by the participant:

I, _____, agree to allow

North Shore Youth Career Center to give information about my job placement, my pay, as well as other information from interviews, reports from career counselors, employers, or other sources. I understand that information I give to project staff about myself will be kept confidential while also being used to generate reports on how the program is running.

I understand that giving my social security number is part of the program application. I further understand that this information will be used to get state employment information necessary to evaluate the program; my identity (my name, address, etc.) will **not** be connected to the information obtained by the state.

Sign your name

Date: _____

Please complete one of the statements below. PICK ONE

1. Please describe in 3 to 5 sentences your interests.

OR

2. Did you work last summer? Yes or no? If yes, where did you work? Please describe your experience.

OR

3. Please describe in 3 to 5 sentences why you want this summer job.

Sign your name _____

Please X out days/weeks you are NOT available to work this summer, such as vacations, summer camps/trainings, etc.

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	