



# **FirstJobs™ Summer Employment Application 2019**

Thank you for your interest in the MassHire North Shore Youth Career Center’s Summer Youth Program 2019. If you are a youth between the ages of 14 to 21, please complete this application and include the required documentation to determine your eligibility.

All applicants under 18 must have their legal parent/guardian sign designated areas.

All applications must be completed in full. Incomplete applications will not be accepted.

When you have completed this application, including the required documentation, please call or go to the MassHire North Shore Youth Career Center, 117 Franklin St, Lynn, MA 01902 to meet with a Youth Career Center staff member listed below. Applications must be submitted **NO LATER THAN Tuesday MAY 28, 2019.**

## **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@masshire-nscareers.org
Soren Balea	781-691-7439	sbalea@masshire-nscareers.org
Brandy Rodriguez	781-691-7438	brodriguez@masshire-nscareers.org
Christine Locke	781-691-7436	clocke@masshire-nscareers.org
David Chamberlain	781-691-7434	dchamberlain@masshire-nscareers.org
Bob Fraizer	781-691-7437	rfraizer@masshire-nscareers.org
Main Number	781-691-7430	

**\*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 parents 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 the MassHire North Shore Youth Career Center staff.***



# FirstJobs™ YW Summer Application 2019

Date you completed the form: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male:  Female:  Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Currently In School: Y  N  School: \_\_\_\_\_

Graduate: Y  N  Grade Completed: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Do You Have a Driver's License: Y  N  Do/Did you Receive Free Lunch: Y  N

Optional  White  Hispanic/Latino  African/American  Hispanic  Asian  American Indian  Other \_\_\_\_\_ Are you Bilingual: Y  N

Please circle all that apply to you:

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

**For Internal Use Only**

YW Eligible

F1rstJobs

Date Job Filled: \_\_\_\_\_

**For Internal Use Only**

Access

CA



**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.

<b>NAME</b>	<b>AGE</b>	<b>RELATIONSHIP</b>
		<b>Self</b>

**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)

\_\_\_\_\_  
YCC STAFF SIGNATURE                      DATE



## Authorization to Release Personal Information

Must be completed by all applicants, even youth over 18

I \_\_\_\_\_ the parent or legal guardian of \_\_\_\_\_, a minor child, hereby authorize MassHire North Shore Youth Career Center to obtain information from my minor child's school regarding:

- Free/Reduced Lunch Status
- IEP/504 Plan

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

This verification is valid from: \_\_\_\_\_ and will expire on **8/31/2019.**

Additionally, I the undersigned person, hereby authorize MassHire 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 MassHire 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

**MassHire 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 three to five sentences your interests.

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**OR**

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

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**OR**

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

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Sign your name \_\_\_\_\_



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

<b>July 2019</b>						
<b>Su</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>
	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			

  

<b>August 2019</b>						
<b>Su</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>
				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