

Summer Jobs for Youth Work Experience Program

March 18, 2009

Dear Prospective Summer Jobs Work Experience Site:

Welcome to the work2future Summer Jobs for Youth Work Experience Program 2009 for low-income 15-24 year olds under the American Recovery and Reinvestment Act - the Stimulus Bill.

Civic, municipal, government and nonprofit agencies, and schools and colleges are being sought to provide summer work experience sites for 1,200 qualified youth.

We invite you to submit an application to be a Summer Jobs for Youth work experience site. *Fill out and return the Work Experience Site Application.*

The Summer Jobs for Youth Work Experience Program runs 9-weeks (June 15, 2009-August 14, 2009). The first week is a mandatory youth orientation (week of June 15), followed by 8-weeks of work experience, which includes weekly mandatory Work Readiness training. Work experience internships will begin on June 22 and end on August 14 (except for some 19-24 year olds who may work up to an additional 10 weeks).

- **15-16** year olds will receive work experience 24 hours per week at \$9 per hour, with **20 hours per week at the work experience site** and *four hours* at mandatory off site work readiness training.
- **17-18** year olds will receive work experience 30 hours per week at \$10 per hour, with **26 hours per week at the work experience site** and *four hours* at mandatory off site work readiness training.
- **19-24** years olds will receive work experience 40 hours per week at \$13 per hour, with **36 hours per week at the work experience site** and *four hours* at mandatory off site work readiness training.

The work2future Summer Jobs for Youth Work Experience Program serves youth from San Jose, Campbell, Los Gatos, Saratoga, Los Altos Hills, Monte Sereno, San Martin, Morgan Hill and Gilroy or adjacent unincorporated areas.

On Saturday, April 11, work2future will begin accepting youth applications at a kick off event at the San Jose City Hall Rotunda The South County kick off will be on Saturday, April 18 at the Gilroy One-Stop.

Fill out an application if your organization wishes to be a Summer Jobs for Youth work experience site. Later you will complete a formal worksite agreement and contract.

The deadline for work experience site applications is Friday, May 1.

NOTE: Summer Jobs for Youth Work Experience Program interns per Workforce Investment Act (WIA) Section 664.470 may not replace incumbent workers.

For more information please contact: Richard Martinez at work2future.

Telephone: 408/794-1107

Email: Richarda@sanjoseca.gov

Sincerely,

Chris Donnelly
Assistant Director



SUMMER JOBS FOR YOUTH WORK EXPERIENCE PROGRAM
Request To Be A Summer Jobs Program Work Experience Site

DEADLINE: Friday, May 1 by 5:00 p.m.

Return to: work2future, ATTN: Richard Martinez,
 1290 Parkmoor Ave., San Jose, CA 95126
 Tel.: 408.794.1107 Fax: 408.293-9006
 Email: Richarda@sanjoseca.gov

Submit one form per work site. Fill in this form completely.

Number of Youth Interns Requested: _____

Age Range for this work experience site (circle one or more): 15/16 17/18 19/24

Company/Agency/Organization Name: _____

Department or Division: _____

Program Name: _____

Requester's Name: _____

Title of Requester: _____

Requester Phone: _____ Email: _____

Name of Work Experience Site Supervisor: _____

Supervisor's Phone: _____ Email: _____

Work Site Address: _____

Alternate Supervisor: _____

Nearest transit/bus lines: _____

I agree on behalf of _____ to
 (Name of Company/Agency/Organization)

provide work experience from June 22 to August 14, 2009 at the above listed site and
 that the work experience intern(s) will **not** replace incumbent worker per WIA 664.740.

*__ Yes __ No: Our organization can (cannot) provide work experience until October 23 for
 some 19-24 year olds who intern with us from June 22 and remain in good standing to
 August 14.*

Print Name of Person Authorized to Sign: _____

Signature: _____ Date: _____

WORK EXPERIENCE DESCRIPTION FOR PARTICIPANTS

Provide a description of the skills that work experience youth will learn at your worksite, plus the work experience internship hours.

This information helps to insure a positive experience for all parties.

Use additional sheets if necessary.

Organization Name _____ Date _____

Contact _____ Title _____

Location of Work Experience site _____

1	Work Experience Position Title	
2	Department or Specific Site	
3	Work Experience Hours No more than 8-hours per day. See attached summary of CA regulations for minors.	
4	Work Experience Days Circle days	<i>M T W TH F SAT SUN</i>
5	List any special work experience site requirements: For example, Must be at least 18 years old; or Must be able to stand for extended periods; etc.	
6	<p>Skills to be learned by youth during this specific summer work experience: All youth participants are expected to be taught to be on-time, to work diligently, to dress appropriately, to accept supervision, to get along with others, and follow all work experience site safety and health requirements. Provide details below on specific skills that youth will gain.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>For example: Will gain experience using MS Word; will gain experience supervising children, etc. Add more pages if necessary.</p>	
7.	Please list nearest transit/bus line:	

Summer Jobs for Youth Work Experience Program

March 23, 2009

Dear Prospective Summer Jobs for Youth Work Experience Participant:

Welcome to the work²future Summer Jobs for Youth **Work Experience Program** 2009, which is funded by the American Recovery and Reinvestment Act - the Stimulus Bill.

This program is for youth who meet the following criteria:

- ✓ 15-24 years old (by June 15, 2009)
- ✓ Youth must be low income (see website for income criteria)
- ✓ Must be a resident of one of these cities: San Jose, Campbell, Los Gatos, Saratoga, Los Altos Hills, Monte Sereno, Morgan Hill, San Martin, Gilroy, as well as adjacent unincorporated areas of Santa Clara County

The Summer Jobs for Youth Work Experience Program runs 9 weeks (June 15, 2009- August 14, 2009). Selected applicants will learn new skills through work experience with a city, civic, non-profit organization, school or college.

The Summer Jobs for Youth Work Experience Program participants will be divided by age:

- Ages 15-16 will work 24 hrs/wk, of which four will be Work Readiness training (\$9/hr)
- Ages 17-18 will work 30 hrs/wk, of which four will be Work Readiness training (\$10/hr)
- Ages 19-24 will work 40 hrs/wk, of which four will be Work Readiness training (\$13/hr)

Work Experience Requirements and Rules:

If you are under 18, your parent or guardian must sign this cover letter (back of page) and your application. In addition, you must also sign this letter and attach it to your application or your application will not be considered. Be sure to keep a copy for yourself.

If you have any questions or concerns, please contact the work²future **Youth Hotline at (408) 794-1156** or email us at: ***work2futureyouthprogram@gmail.com***.

We look forward to you having a great experience in the work2future Summer Jobs for Youth Work Experience Program!

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

For Minors (under 18) Only Below

Print Applicant Name (Minor): _____

Applicant Signature: _____

Print Name (of Parent or Guardian): _____

Signature of Parent/Guardian: _____ Date: _____

DETACH & KEEP THIS PAGE TO REFERENCE DURING THE APPLICATION PROCESS

SO WHAT NOW...?

STEP 1: Fill Out an Application - (Attached)

Incomplete or illegible applications will be disqualified.

- **MARCH 23rd [Monday]** - Applications Released
 - Check your school, college career center, local libraries, or One-Stop Career Centers or visit www.work2future.biz/youth
 - You may also get assistance filling out applications...
 - **MARCH 26-APRIL 30th** - [Thursdays 5pm-8pm]
San Jose One-Stop, 1290 Parkmoor Ave, San Jose, CA 95126
 - **MARCH 25-APRIL 29th** - [Wednesdays 5pm-8pm]
Gilroy One-Stop, 7800 Arroyo Circle, Ste A, Gilroy, CA 95020

STEP 2: Turn It In!

**Make sure to bring all other required right-to-work documentation- passport/Certificate of U.S. Citizenship or CA ID, Driver's License, Student ID AND original social security card or birth certificate. Call us, if you have questions.*

- **APRIL 11th [Saturday 11 am- 6 pm]** *San Jose City Hall Kick-Off Event!*
San José City Hall Rotunda, 200 E. Santa Clara Street, San Jose, CA 95126
- **APRIL 18th [Saturday 11am-6pm]** *South County Kick-Off Event!*
Gilroy One-Stop, 7800 Arroyo Circle, Ste A, Gilroy, CA 95020
- **APRIL 13 [Monday]-MAY 1st [Friday by 5pm]** - *Can't make a Kick-Off?*
That's fine; drop it off at the San Jose or Gilroy One-Stop Career Center
 - ***NOTE: Applications will not be accepted at the One-Stops before Monday, April 13, 2009. The last day for applications to be accepted is Friday, May 1, 2009 by 5:00 p.m. No Exceptions.***

STEP 3: Get an Interview

- Once all of your completed documents are received, you will be contacted for an interview, orientation, and youth/parent or guardian orientations (for minor youth). You must attend and complete all required activities.

STEP 4: Begin Work Experience, If You Are Selected!

- **JUNE 1 - June 5** Mandatory City of San Jose orientation and fingerprinting for individuals 18 and older.
- **JUNE 15 [Monday]-AUGUST 14th [Friday]** 9 Weeks of Work Experience
 - First week is a mandatory paid 4-hour orientation (week of June 15) covering rules regarding such things as dress code and behavior. This is followed by 8 weeks of work experience, with weekly mandatory Work Readiness training. The Work experience assignments begin on June 22 and end on August 14 (except for some 19-24 year olds who may work up to an additional 10 weeks.)
 - Youth who are 18 or older must be fingerprinted prior to starting their summer job.

Have Questions or Concerns? Contact us!

Youth Hotline: (408) 794-1156 or Email us at work2futureyouthprogram@gmail.com



2008 Family Income Guidelines

04/25/2008

Family Size	6 Months(1)
1	\$5,200
2	\$8,037
3	\$11,030
4	\$13,617
5	\$16,069
6	\$18,794
7	\$21,519
8	\$24,244
9	\$26,969
10	\$29,694

1) For each additional person: add \$2,725

Source: WSD08-3 2008 70 Percent LLSIL and Poverty Guidelines dated 08/20/2008



**Summer Jobs for Youth Work
Experience Program**

City of San José
Office of Economic Development
APPLICATION

San Jose Area Gilroy/South County

(Please circle the area you are applying for)

- Please print clearly and attach extra sheets if necessary.
- Please use your legal name on all documents.

Return Application to:
work2future
Summer Jobs for Youth Program
One Stop Career Center
1290 Parkmoor Avenue, San José, CA 95126

CONTACT INFORMATION:

Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:	City:	Zip Code:	Date of Birth (mm/dd/year) Age:
Phone:	Cell Phone:	Email Address:	Social Security #:
Emergency contact information:	Name:	Relationship:	Phone:

AVAILABILITY:

What kind of transportation do you have?

What hours are you available to work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Starting Time:							
Ending Time:							

EDUCATION LEVEL:

High School, Continuation or Community College	Currently Enrolled?	# Of years completed	Dates attended	Year you will graduate	Awards & Certificates
Name: City:	YES <input type="checkbox"/> NO <input type="checkbox"/>				

EMPLOYMENT HISTORY: Begin with your current or latest job, list ALL work, including paid and volunteer positions. Attach additional sheets if necessary.

From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City State	Supervisor’s Name	Supervisor’s Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		
From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City State	Supervisor’s Name	Supervisor’s Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		

SKILL SUMMARY:**English speaking skills:** Conversational Fluent**English reading skills:** Basic Intermediate Advanced**English writing skills:** Basic Intermediate Advanced**Languages spoken other than English:** Spanish Vietnamese Cantonese Mandarin Tagalog Cambodian American Sign Language Other:**Computer skills:** Basic Intermediate Advanced**Software programs used: (mark all that you can use)** Microsoft Word Excel PowerPoint Internet Access Other:**Office equipment used:** Fax machine Copy machine Telephone Other:**Experience working with children:** YES NO If yes, how long?**Hand tools used (please list):****LIST YOUR INTERESTS AND EXTRACURRICULAR ACTIVITIES:****EMPLOYMENT DOCUMENTS REQUIRED (WHEN TURNING IN APPLICATION):**

1. A U.S. Passport or Certificate of U.S. Citizenship/Naturalization:
OR
2. One form of Picture ID (CA ID card or Driver's License, or Student ID) **AND** proof of eligibility to work (Original Social Security Card or Birth Certificate)

IF YOU ARE UNDER 18 YEARS OLD, BY LAW YOU WILL BE REQUIRED TO OBTAIN A WORK PERMIT:**WORK PERMIT APPLICATION**

- Please attach a Work Permit Application (which you can get through your guidance counselor or the career center located at your school). If you are chosen for the program, our staff will sign the form and return it to you to be processed at your school (your school cannot issue a Work Permit until you are hired).

PLEASE CHECK ALL THAT APPLY: (Optional)

Ethnicity: A job applicant has the opportunity to voluntarily indicate his/her ethnic identification on an employment application. Each applicant also has the opportunity to voluntarily identify any disabilities. This portion of the application will be kept confidential, and may assist the employer and placing agencies to compile statistical reports regarding the composition of the participants in any related educational and/or employment programs. It is unlawful to use this information to discriminate against or give preference to a person for hiring or promotion.

Asian Indian Cambodian Chinese Filipino Guamanian Hawaiian Japanese Korean Laotian
 Samoan Vietnamese Other Pacific Islander Other Asian Black – African American
 Hispanic or Latino American Indian/Alaskan Native White Other

CONFIDENTIAL INFORMATION:

Have you ever been fired from a position? YES NO If yes, please explain:

Have you ever been convicted of a felony or misdemeanor in violation of any law, regulation, or ordinance? YES NO

If yes, provide court information and circumstances below. Conviction is not an automatic disqualification from employment. Each case is considered individually; however, failure to list a conviction is cause for automatic ineligibility for hire or dismissal. It is a City policy to obtain and review conviction records. You may omit any traffic offense, which was an infraction and resulted in a fine of less than \$400. You may also omit any conviction for marijuana-related offenses that are beyond two years in age.

Do you have any relatives employed by the City of San Jose? YES NO If yes, please identify first and last name, department and title, and relationship.

Please use this space or additional sheet if there is any additional information relating to the topics listed above that you like to share.

CERTIFICATION – *(Read carefully before signing)*

I hereby certify that the information provided in my resume, all statements made in this application, and all statements made during the interview process are true and correct to the best of my knowledge. I agree and understand that any misstatement, falsification, or omission of material facts will cause forfeiture of my eligibility for employment. I also understand that falsification or omission of information regarding convictions will result in my removal from eligible lists or dismissal from City of San Jose employment. I understand that I give the right to the City of San Jose to check any information regarding my employment application.

Signature of Applicant

Date

Signature of Parent/Guardian
(for minors)

Phone

Date

03/09