

*******Worksites are throughout Niagara County** ***** **What**

is the Summer Youth Employment Program?

The Summer Youth Employment Program is a **TANF** funded program that provides Niagara County youth ages 16-19 with summer work experiences through subsidized placements in the private and government sectors. To be eligible for the program you must turn age 16 by April 24, 2015. You must also fall under income guidelines:

Family Size	Annual Income	Family Size	Annual Income
1	\$23,540	6	\$65,140
2	\$31,860	7	\$73,460
3	\$40,180	8	\$81,780
4	\$48,500	9	\$90,100
5	\$56,820	10	\$98,420

Federal Register, Poverty Guidelines, under Dept. of Health & Human Services, Notices, 1/22/2015 200% of Poverty Income Guidelines for 2015

If your family is receiving public assistance or if you receive free or reduced lunch you are income qualified for the program.

Through this program we strive to provide young people with the opportunity to:

- Earn money and gain meaningful work experience;
- Learn and develop the skills, attitudes and commitment necessary to succeed in today's world of work;
- Gain exposure to various career industries
- Interact with dynamic working professionals in a positive work environment.

When is the Summer Youth Employment Program?

If we receive funding, the majority of jobs will start on July 6, 2015 and will end by August 14, 2015.

How many spaces are available this year?

If we receive funding, how much we receive will determine how many youth we can hire. We encourage youth to apply early and attend scheduled appointments.

Completing the application does not guarantee that you will receive a job this summer. Completion of the application is just the first step in determining if you meet the program's eligibility requirements.

Who do I contact for more information?

Program dates and information are subject to change. For the most up to date information about the Summer Youth Employment Program, please visit:

www.worksource1.com

If you have additional questions or need help completing your application you can contact us at:
 278-8204

How do I apply for the Summer Youth Employment Program?

Complete an application. Applications are available at all Niagara County Public High School Guidance Offices, Niagara County One-Stop Centers, Local Human Service Agencies and on line at www.worksource1.com **All completed applications must be returned to the above address with the following documents by April 24, 2015 to be considered for the program.** Applications can be mailed or returned in person Monday through Friday between the hours of 8:30 am - 4:30 pm. Social Security Card (copy)

- Birth Certificate (copy)
- Recent Report Card
- Proof of address if different from address listed on report card
- Photo ID (copy)
- Original Working Papers for youth 16-17 years of age (Green Card). **Working paper applications can be obtained at your school and must be submitted through your school guidance counselor. They will provide you with the Working Paper (Green Card)**
- Males who are 18 years of age or older must present evidence that they have registered for Selective Service in compliance with Section 3 of the Military Selective Service Act.
 - To get your Registration verification from Selective Service website go to: www.sss.gov/RegVer/wfVerification.aspx and print the resulting verification
- If you are under 18 your parent or guardian must sign the application
- If you are in school a school official must complete the bottom portion of the application.
- **Depending on your situation proof of income and additional documents may be requested so it is in your best interest to apply early.**

What happens after I complete the application and turn in all of my documents?

If you are being considered for the program, the next step in the process will be the interview. You will either get a letter in the mail or a phone call requesting you come in for an interview. Please make sure that the information you provide on your application is accurate. **If you move or your phone number changes please contact us immediately.**

After the interview, if you are still being considered for the program, you will receive a letter in the mail with an appointment for you to have a physical & drug screen. This will be at no cost to you.

What are the expectations for Youth Participants?

This is not a program where youth just “sign-up” and get a check. Once you are approved to participate and receive your summer job assignment, you will be expected to report to your worksite daily and to follow all rules established by your employer and work site supervisor.

You are expected to be active, engaged and to always put forth your best effort while on the job. Each youth is assigned a staff person who acts as a liaison to the business. Any participants who are unable to maintain good standing with the employer will be subject to termination from the job.

How will Youth Participants get paid?

All participants in the 2015 Summer Youth Program will be paid the New York State minimum wage of \$8.75/hour.

Participants will only be compensated for time worked and up to the maximum number of hours permitted by the program.

You will receive a pay check from Niagara County on a regular payroll cycle. **You are strongly encouraged to open a checking or savings account now so that you do not have to pay fees for check cashing or experience delays in accessing your money. You will also be encouraged to use direct deposit so you will not experience delays in accessing your money.**

Summer Youth Employment Program Application - 2015
Completed Applications & All Documents must be received by April 24, 2015
Niagara County Employment & Training 278-8204
Trott Access Center, 1001 Eleventh Street, Niagara Falls, New York 14301
*******Worksites are throughout Niagara County, not just in Niagara Falls*******

Personal Information:

Name _____ Social Security # _____ DOB _____
 Address _____ Age _____
 Street City State Zip Code
 Phone Number _____ Message Number _____ Gender: Male _____ Female _____
 U.S Citizen: Yes No If NO but eligible to work in the United States: INS Form # _____ Alien. # _____
 Date of Entry into United States: _____

If you are a male 18 years of age or older did you register for Selective Service? Yes No Reg# _____

Have you ever been convicted of any crime (Felony or Misdemeanor) ? Yes No

What have you accomplished in your life that you are most proud of? _____

Educational Status: Are you attending school now? Yes No **If Yes, the School Official section on the back of this form must be completed by a School Official. If not completed, your application will not be considered for employment:**

If Yes, Name of School _____ Grade _____

If No, Highest Grade Completed _____ Do you have a GED or HS Diploma? Yes No Year Received _____

Computer _____ Skills: _____

Employment Record: Are you employed now? Yes No **If you have ever been employed please list the information below:**

Business Name _____ Dates Worked _____ to _____

Address _____
 Street City State Zip Code

Job Title _____

Job Duties (Include Tools & Machines Used) _____

Reason for Leaving _____

Still willing to accept employment in this field? _____

Yes No If no, why not? _____

Why are you applying for the Summer Youth Program?

Have you ever participated in the Youth Employment Program?

Summer Youth Employment Program (Year-round) Work Experience Program

Household & Income Information: Does **ANY MEMBER** of your household, including yourself, receive any of the following?

Programs	Circle Yes or No		Please List Names
Welfare (TANF or Safety Net)	YES	NO	
Food Stamps	YES	NO	
SSI (Supplemental Security Income)	YES	NO	
Medicaid	YES	NO	
HEAP	YES	NO	
Free/Reduced School Lunches	YES	NO	If yes, school official must complete section on back of this form

If you do not currently receive one of the programs listed above, please tell us about any income of your family members. Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent if they live with you. List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income. All information is subject to verification by Employment & Training.

Name	Age	Relationship	Income Source: Wages, Social Security, Etc.	Amount	Yearly	Monthly	Weekly

Niagara County Employment & Training is committed to providing service to individuals in accordance with Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Regulations. It is our intent and assurance that no person shall be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The following information is being requested for statistical purposes and to determine any special needs:

Disability: Physical Learning Other _____

Pregnant or Parenting Teen

Any Special Needs or Required Accommodations? Yes No If Yes, Please Explain _____

Foster Child Homeless or Runaway Offender (history of arrest or conviction for a crime) History of Drug/Alcohol Abuse Yes No

White/Non Hispanic Black/Non Hispanic Hispanic American Indian/Alaskan Native Asian/Pacific Islander

Veteran Yes No Disabled Veteran

Applicant:

I give permission for the Niagara County Employment & Training Summer Youth Employment Program to contact my school to obtain additional information including: report card, graduation information, IEP, etc. and/or conduct a background check, if necessary I give the Niagara County Employment & Training Department permission to verify my Selective Service Registration. I also give the Niagara County Employment & Training Department permission to verify my case number, cash and food stamp amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Applicant Signature

Date

Parent/Guardian:

I give permission for my child to participate in the Niagara County Employment & Training Summer Youth Employment Program, and for the program to contact my child's school to obtain additional information including: report card, graduation information, IEP, etc. and/or to conduct a background check, if necessary. I also give the Niagara County Employment & Training Department permission to verify my and/or child's case number, cash and food stamp amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Parent/Guardian Signature

Date

*****This section must be completed by a School Official if youth is in school. If not completed, your application will not be considered for employment:**

Does this student have at least 90% attendance? Yes No If no, what % is their attendance? _____

Has this student had any suspensions this school year? Yes No

Does this student qualify for free or reduced School Lunch? Yes No

School Official Signature

Title

Phone Number

Date

These questions are not a qualifier, but may be used to determine applicant placement into positions or when positions are limited. COMPLETION OF THIS FORM DOES NOT INDICATE ACCEPTANCE INTO PROGRAM. FUNDING DICTATES THE AMOUNT OF YOUTH WE ARE ABLE TO HIRE

Equal Opportunity Employer/Program, Auxiliary aids and services available

2/2015