



STUDENT APPLICATION – SUMMER 2007 - Work-Based Learning Experiences for Youth

Dear Students, Parents and Legal Guardians:

Welcome to the Youth@Work Summer 2007 Work-Based Learning Program process. Youth@Work provides **underserved in-school youth, ages 14-19**, with summer and year-round paid work opportunities, workplace exposure and work readiness skills. This is a training program intended to provide early work experiences for young people who might not otherwise have this opportunity. Please note that completing this application *does not* guarantee a work experience through the program. **Please read the application guidelines carefully before submitting the application.**

APPLICATION INSTRUCTIONS:

***APPLICATION DEADLINE: extended to MAY 11, 2007**

Please print clearly in ink. Answer each question carefully and do not leave any black spaces. **Incomplete applications will not be accepted.** If you have questions about completing this application please see the Career Specialist or designated staff person at your school. You may also call **946-7582** for assistance. This application is also **available online at www.cityofnewhaven.com**.

1. **A valid copy of your social security card is required to participate in the program.** Please **attach a signed copy of your social security card to this application.** If you do not have a social security card, you must apply for a card at 150 Court St., 4th Flr., New Haven. Hours: Mon.- Fri. 9am-4pm. For more info please call (203) 773-5201 or go to www.ssa.gov. You must obtain a document from Social Security stating that you have applied for a card. Your application will be considered incomplete until we receive a copy of your official card.
2. **Please attach a copy of your birth certificate, or other proof of age** (*i.e., driver's license, state issued I.D.*)
3. **Please attach a copy of your most recent report card.** (*Grades will not determine eligibility. For in-school verification and evaluation purposes only*)
4. **Please complete and attach Forms CT W-4 and W-4 (2007).**
5. **All information provided will be kept confidential and used only for the purposes of facilitating employment opportunities.**

Personal Information

Student ID# _____ School _____ Grade _____ SS# _____ - _____ - _____

Last Name _____ First Name _____ Middle _____ Home Phone#: _____ - _____

Street Address _____ Apt.# _____ City _____ State _____ Zip _____

Date of Birth ___/___/____ Age _____ Gender: Male Female U.S. Citizen Non-citizen authorized to work
Race/Ethnicity: (*please circle*) American Indian/ Alaskan Native Black/ African-American Asian/ Pacific Islander Hispanic/ Latino White

Is English your primary (or first) language? Yes No Have you ever been arrested? Yes No If yes, please explain.
 (*only answer this question if you are 16 or older)

Emergency Contact: Name _____ Tel. # _____ - _____ Relationship: _____

Confidential Family Income Information * There are income guidelines determined by some of the funding sources which support this program. Please complete.

Family size: Please specify the number of people living in your household (including yourself). _____

Please indicate the total annual household income (for all household members combined) \$ _____

Does the applicant or a member of your household receive Public Assistance OR Food Stamps? Yes No

Do you receive free or reduced lunch at school? Yes No

Employment / Work History

Have you worked in the summer jobs program of Youth@Work before? Yes No

If yes, when and where did you work? Worksite: _____ Year 20__ __

If you are 16 or older, have you worked in a job *other* than the Youth@Work summer jobs program? (i.e., retail, office, grocery store, etc.) Yes No

If yes, please complete. **WORK HISTORY** (Please begin with most recent employment)

1. Employer Name:		Address:	
Job Title:	Hours per/week:	Start Date:	End Date:
Reason for Leaving:		Hourly Wage:	
2. Employer Name:		Address:	
Job Title:	Hours per/week:	Start Date:	End Date:
Reason for Leaving:		Hourly Wage:	

Have you had an internship through your high school Career Center? Yes No If yes, where did you work? _____

Are you enrolled in an Academy in your school? Yes No If yes, please specify _____

Have you identified a career goal? Yes No If yes, please specify _____

Please select your employment interests. We will make every effort to place selected applicants in worksites that are within your areas of interest. If you are selected to the program, you may be placed in a worksite that is not in your selected area of interest.

PLEASE SELECT NO MORE THAN TWO (2) AREAS of INTEREST.

- | | | | |
|----------------------------|---|---|-----------------------------------|
| A. ___ Medical Fields | I. ___ Culinary Art/ Food Services | Q. ___ Elderly Services | Y. ___ Education |
| B. ___ Child Care Provider | J. ___ Computer Technology | R. ___ Nursing | Z. ___ Social/ Community Services |
| C. ___ Office Technology | K. ___ Construction | S. ___ Architecture | 1. ___ Engineering |
| D. ___ Graphics | L. ___ Communications / Media/ Public Relations | T. ___ Science / Research | 2. ___ Other _____ |
| E. ___ Business /Finance | M. ___ Hospitality/ Travel | U. ___ Electrical/ Carpentry | |
| F. ___ Retail | N. ___ Manufacturing | V. ___ Legal | |
| G. ___ Government | O. ___ Auto Mechanics | W. ___ Cosmetology (<i>Stylist, Barber</i>) | |
| H. ___ Arts | P. ___ Environmental/ Custodial | X. ___ Library Sciences | |

Did you attend the Workplace Orientation last year held at Wilbur Cross High School? Yes No

Do you have any other job related skills or experience? Yes No If yes, please specify _____

Do you have any computer skills? Please specify:

Microsoft Word Yes No Powerpoint Yes No Excel Yes No Internet Research Yes No Other _____

Are you involved in any other programs at your school (*academic, sports, arts, clubs, honor society*); in your community or in your church?

If so please list. 1. _____ 3. _____
2. _____ 4. _____

Please provide the name of a reference that we may contact regarding your application.

Name _____ Telephone# _____ - _____ Relationship _____

Do you require any special assistance or accommodation in order to perform the duties of the worksite? If so, please describe what accommodations would be necessary?

Applicant Certification – I certify that the statements made by me on this application are voluntary, true and complete to the best of my knowledge. I understand that the information I have provided is subject to review and verification. If I knowingly make any misstatement(s) of fact(s), I am subject to disqualification or dismissal. I understand and authorize the release of the information to the Youth@Work Program, City of New Haven and partner agencies for regulatory and internal processes associated with determining employment eligibility and payroll procedures.

Code of Conduct Statement - If selected to the program, I understand and agree to adhere to the rules of the program and conduct myself responsibly and respectfully at all times. While at my worksite, I agree to: **1.)** report to work on time **2.)** refrain from the use of profanity or foul language **3.)** refrain from any aggressive or violent behavior, threats of violence, weapon possession or sexual harassment **4.)** wear appropriate clothing (*i.e., no excessive jewelry, revealing clothing*), do-rags/ bandanas and/or any other clothing deemed unacceptable by my worksite supervisor **4.)** refrain from the use, purchase or possession of any drugs or alcohol **5.)** refrain from theft or possession of any stolen property **6.)** refrain from any discriminatory behavior towards another individual based on race/ethnicity, economics, disability, religion or sexual preference.

Signature of Student Applicant

Date of Application

Parent / Legal Guardian Signature

Date of Application

YOUR COMPLETED APPLICATION, INCLUDING ALL REQUIRED DOCUMENTS AND SIGNATURES, SHOULD BE RETURNED TO:
√ **YOUR SCHOOL – ALL NEW HAVEN PUBLIC HIGH SCHOOLS and MIDDLE SCHOOLS will accept applications for students of those schools.**
Please go to the main office to find out the application contact person at your school.

√ **YOU MAY ALSO MAIL OR DROP OFF YOUR COMPLETED APPLICATION TO:**
YOUTH@WORK - CITY OF NEW HAVEN
165 CHURCH ST., 2nd flr.
NEW HAVEN, CT 06510
Attn: APPLICATIONS

*Applications must be delivered or postmarked by **MAY 11, 2007**. **Applicants will be notified of their acceptance in June, before the end of the school year.** **All selected applicants should be prepared to attend a one-day mandatory **Workplace Orientation session** during the week of 6/25/07.

*FOR Y@W OFFICE USE ONLY: Signature of Y@W Staff/*_____

Census#: **Aldermanic Ward#:** **Employee I.D.** **ENH: Yes** **No**

Placement: _____