



# SUMMER JOBS PROGRAM

1 James L. Gibbs Dr. | 273-8364 | [yes@cityofithaca.org](mailto:yes@cityofithaca.org) | [yesithaca.org](http://yesithaca.org) | [@yesithaca](https://www.instagram.com/yesithaca)



**What:** The Youth Employment Service (YES) Summer Jobs Program puts about 180 teens to work in the community at over sixty different worksites. Jobs include camp counseling, working with local banks and offices, farming and gardening, working with food and in retail stores, working with children and the elderly, and more! Through YES, teens work up to 120 hours, usually around 20 hours per week over the course of 6 weeks. All jobs pay \$10.40/hr.

**Who Qualifies:** All teens ages 14-20 who live within the **City of Ithaca** are eligible. Teens ages 14-20, living within Tompkins County who qualify for **free or reduced price lunch** *may* be eligible. **First time workers** living outside of the City of Ithaca *may* be eligible. *Our priority is to serve teens who are 14-15 years old and/or first-time workers.* If you have more than one week of vacation scheduled, worksite opportunities will be limited.

**How:** You must fill out an application, participate in an interview, and return the documents listed below ***no later than May 24<sup>th</sup>*** in order to enter our program. If you are hired, you will receive a phone call and/or a job offer letter in the mail. You must call to accept your job, return all required paperwork, and participate in a YES Summer Orientation before you can begin working. You will also have the opportunity to attend a paid Kickstart Training to learn important job skills before your summer job begins.

*NOTE: Space in our program is limited by funding, and you may be placed on a waitlist before the application deadline. Apply early.*

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## In order to be hired, you must provide the following:

- ❑ **YES Application** - ***\*\*Due by May 24\*\**** Applicant must fill out and sign the application. A parent or guardian signature is also required on the back if the applicant is under 18.
- ❑ **YES Interview** - To schedule an interview, call the YES office at 273-8364 or visit the YES table during outreach at lunch.
- ❑ **References** - YES must be able to contact a *minimum* of two of your references. Please provide current and accurate contact information for your references on your YES Application.
- ❑ **Work Permit** - Issued by the school nurse if your physical is up to date and you fill out a request form. ***\*\*NOTE: If you turned 16 since your last job, you will need a new work permit.\*\****
- ❑ **Social Security Card** - We just need a copy. *Not needed if you have previously worked with YES.*
- ❑ **Photo ID** - School ID or School Tool printout is okay. We just need a copy. *Not needed if you have previously worked with YES.*
  
- ❑ **\*TSYEP Form** - *Attached. Only for teens who qualify for free or reduced price lunch. Your family may also have to provide income-related documents.*

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**PLEASE BE PREPARED TO DISCLOSE VACATION DATES AND OTHER ACTIVITIES THAT MAY CONFLICT WITH WORK AT YOUR SUMMER INTERVIEW.**

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*YES prioritizes hiring teens who provide all of the necessary documentation quickly. The sooner we receive your paperwork, the more likely you are to get your first choice for a summer job.*

# IMPORTANT INFORMATION

YES is a job and a program. By accepting a job offer from YES, you agree to work the days and times you are scheduled to work with minimal absences. Additionally, you are expected to participate in our program by attending a mandatory YES orientation, attending at least two hours of paid YES workshops, meeting with your YES Rep to discuss your job every week, and completing two self-evaluations and an end of job reflection. The YES team will support you through every step of our program and every aspect of your job.

## IMPORTANT DATES

Please report any scheduling conflicts to YES as soon as they arise.

March 19	SUMMER KICK-OFF	YES begins scheduling interviews for the Summer Jobs Program. <i>NOTE: Space in our program is limited by funding.</i>
May 14-June 13	JOB OFFER LETTERS	During this time, the YES team meets to match the teens we've interviewed with the perfect worksite. We match in order of when we received all of your necessary documents (see front). After each matching session, we mail job offer letters. <b>TEENS MUST CALL THE YES OFFICE TO ACCEPT OR DECLINE THEIR JOB OFFER.</b>
May 24	SUMMER DEADLINE	Applications received after the deadline are likely to be referred to other organizations or be placed on our summer waitlist.
June 7-22	MANDATORY YES ORIENTATION (various dates are available within this timeframe)	Every YES Worker <b>MUST</b> attend a MANDATORY YES Orientation to complete tax paperwork and learn about important work-related policies. If a teen is unable to attend the orientation session they've been scheduled for, they must call the YES office to reschedule.
June 25-29	KICKSTART TRAINING (you will be paid to attend)	Teens will be scheduled to attend a Kickstart Training to learn the basic skills they will need for their summer job. If you cannot attend your Kickstart Training, you <b>MUST</b> attend an alternate paid workshop offered over the course of the summer. <i>NOTE: Kickstart Trainings are NOT a replacement for meeting with your supervisor before your summer job begins, and they do NOT replace onsite training provided by your specific worksite.</i>
July 3-9	SUMMER JOBS BEGIN	Most summer jobs begin within the first two weeks of July. Contact your supervisor to confirm your start date.
August 3 - 17	SUMMER JOBS END	Most YES placements last for approximately six weeks and end within the first two weeks of August. Contact your supervisor to confirm your end date.



**YOUTH EMPLOYMENT SERVICE**  
 Ithaca Youth Bureau, 1 James L. Gibbs Dr (Stewart Park)  
 Phone: 273-8364, e-mail: [yes@cityofithaca.org](mailto:yes@cityofithaca.org)



**STEPS IN APPLYING FOR YES:**

- Fill out this form and have **parent/guardian** sign the authorization section on the back
- **CALL YES or turn in at outreach** and ask to set up an interview
- Bring this application with you to the interview

Date: \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Lunch Period \_\_\_\_\_

What is your preferred method of communication? **Home Phone Cell Phone Texting Email Other:** \_\_\_\_\_

Do you have a work permit? **Yes No** Have you had a paying job before? **Yes No**

**PREVIOUS WORK EXPERIENCE** *Begin with most recent experience; volunteer work may be included*

Type of Work	Employer's Name, Address & Phone Number	Pay Rate	Dates Worked

**REFERENCES** *List names and addresses of 3 adults (not part of your family) who know you well*

(Examples: teacher, coach, pastor, neighbor, parent of best friend, former employer, guidance counselor, friend of the family)

Reference Name	Complete Address and e-mail	Phone	Relationship
1			
2			
3			

**INTEREST AND AVAILABILITY**

What days and times can you work? \_\_\_\_\_

What is your transportation? \_\_\_\_\_

Do you have other activities that might conflict with work (i.e. sports, tutoring, camp, babysitting, summer school)? **Yes No**

What are they? \_\_\_\_\_

Which are you interested in (Circle all that apply): Career Exploration      School Year Jobs      Summer Jobs

<b>Office Use Only</b> below this line				<b>PLEASE TURN PAGE</b> and complete the remaining sections							
Date Recd:	Interview Type:	References: __ Send __ Copy (on file) __ Call			Municipality	FRPL	1st Time Work				
					Y N	Y N					
Interviewer & Date of Interview		Refs sent	1	2	3	CWS	LTE	MJP	TSYEP	JYC	Connect
Computer Entry		Refs returned	1	2	3	On File: __ WP __SS Card __Photo ID					
Placement		<b>Do NOT call/send references if they are on file</b>				<b>Date Contacted regarding status:</b>					
Additional Notes:					DNP/Not Hired Reason & Date:						

**STATISTICAL INFORMATION** *This information is voluntary and confidential; for statistical purposes only*

Please check off how you identify yourself:  Female  Male  Other  
 African-American or Black  American Indian or Alaska Native  Asian  Latino/a  
 Pacific Islander/Native Hawaiian  Multi-racial  White Other: \_\_\_\_\_

**What kinds of YES Services would you be interested in receiving?** *(Check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Now Hiring List for Teens           | <input type="checkbox"/> Resume Building             |
| <input type="checkbox"/> Job Search Assistance               | <input type="checkbox"/> Workshops/Trainings         |
| <input type="checkbox"/> Assistance Filling Out Applications | <input type="checkbox"/> School Year Job through YES |
| <input type="checkbox"/> Assistance Preparing for Interviews | <input type="checkbox"/> Summer Job through YES      |
| <input type="checkbox"/> Help Getting a Job on Your Own      | <input type="checkbox"/> Other: _____                |

Do you have a career goal or a dream for your future? What is it?  
\_\_\_\_\_

What kinds of work are you most interested in right now?  
\_\_\_\_\_

Are there any kinds of jobs you won't do? Tell us what they are:  
\_\_\_\_\_

**PARTICIPANT PERMISSION**

I understand that my name and phone number may be given out to potential employers. If hired by the YES program, I understand that YES staff may take pictures of my worksite. I agree that my photo may be included in program publicity or other not-for-profit uses.

**SIGNATURE OF PARTICIPANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I am eligible for or receiving free or reduced price lunch at school.  Yes  No

**Parent/Guardian Authorization for YES Participation**

**In order for your child to participate in the YES Program, please sign the following authorization statement.**

- I acknowledge that participation in Ithaca Youth Bureau programs entails certain risks and dangers. I understand that my child's safety and the safety of those around him/her depends largely on my child's own behavior and actions. *The presence of qualified program staff does not relieve participants of the responsibility of behaving appropriately, following instructions, dressing appropriately, and looking out for their own safety and the safety of others.* (This is not to be interpreted as a waiver of a participant's legal rights) I agree to encourage my child to follow YES program rules and guidelines and staff or supervisor instructions.
- I understand that:
  - Although YES makes every effort to ensure that all job sites will be positive and appropriate, they cannot make a full investigation of every job placement that is offered.
  - YES *does not* provide work insurance for teens referred to YES Connect jobs. If an accident were to occur it would not be the responsibility of YES. Teens working a job through one of the subsidized employment program are covered, while on the job, by City of Ithaca's worker's compensation insurance.
- I give YES permission to transport my child as needed. I understand that this transportation may be in a Youth Bureau vehicle or the YES staff member's personal vehicle.
- I give Youth Bureau Staff permission to communicate with schools and other agencies, as needed, to provide appropriate support services for my child.
- I give Youth Bureau staff permission to include photos of my child in program publicity and other documents.
- I give YES permission to give my teen's name and phone number to prospective employers and visa versa.

**Signed by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please print:** Parent/Guardian Name \_\_\_\_\_ e-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

# **TOMPKINS SUMMER YOUTH EMPLOYMENT (TSYEP) APPLICATION**

*REQUIRED FOR TEENS WHO QUALIFY FOR FREE OR REDUCED PRICE LUNCH AT SCHOOL*

IF YOU DO NOT QUALIFY FOR FREE OR REDUCED PRICE LUNCH, YOU DO NOT NEED TO FILL OUT THE FOLLOWING FORM

# Tompkins Summer Youth Employment Program Application

The information requested on this form is necessary to determine if you are eligible for the Summer Youth Employment Program (SYEP) administered by the Tompkins County Workforce Investment Board.

## **SECTION ONE** Information About the Applicant

1. Applicant's Name: \_\_\_\_\_ Gender  Male  Female

Home Address: \_\_\_\_\_  
   (street)                           (apt. #)                           (city)                           (state)                           (zip)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_

Telephone Number(s): home \_\_\_\_\_ other \_\_\_\_\_ I prefer to be contacted by:  
 mail  home phone  e-mail  
 other phone  other: \_\_\_\_\_

E-mail address: \_\_\_\_\_

School/College: \_\_\_\_\_ County you live in: \_\_\_\_\_

Do you have a high school diploma?  Yes  No or a GED?  Yes  No

Name of Parent or Guardian: \_\_\_\_\_

## **SECTION TWO** Citizen / Non-Citizen Status\*

**A.** Are you a United States citizen?  **Yes.** If yes, go to Section Three.  **No.** If no, complete Item B.

**B.** If you (the youth applicant) are not a United States citizen, look at the "*Immigration Status List*" and tell us which status applies to you. Enter the status number from the list and complete the information below.

Immigration status (# 1 through 15) that applies: \_\_\_\_\_ Alien Number: \_\_\_\_\_  
 \_\_\_\_\_ Date of Entry into United States: \_\_\_\_\_  
 INS Form Number: \_\_\_\_\_

## **SECTION THREE** Additional Applicant Information

	YES	NO	Additional Information
Do you have a drivers license?			Access to a reliable car?
Do you live within walking distance of public transportation?			
If you are 14-17, do you have your working papers (a work permit)?			
Are you in Foster Care?			
Are you homeless?			
Are you a parent or pregnant?			
Have you been involved with the criminal justice system?			
Do you have any special needs? (ie an IEP in school, learning, emotional or physical disabilities)			Please explain:

**Work Placement Criteria:** Please note if you have any criteria that may assist us in finding an appropriate placement (i.e. health conditions, allergies, wheelchair accessible, other restrictions [should not work in a daycare, handle cash transactions], etc.):

\*This program is funded through Temporary Assistance for Needy Families, a Federal program which requires these questions.

**SECTION FOUR Family Member and Services Information**

**A.** Do you (the applicant) currently receive benefits under one or more of these programs?  
 **Yes**, check which program(s) then go to section 5.

FAMILY ASSISTANCE/ SAFETY NET	MEDICAID	SNAP FOOD STAMPS	HEAP	SSI

**No.** Please complete section B.

**B.** 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. You should not include any of these people if they do not live with you. You should not include other family members such as grandparents, uncles or aunts. If you are married, you should include your spouse, but do not need to include your parents or siblings.

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.

	Name	Income Source: Wage, Social Security, etc.	Amount	Received (Check One)		
				Yearly	Monthly	Weekly
1.						
2.						
3.						
4.						
5.						
6.						

**SECTION FIVE Applicant Notification and Signature**

The individual signing this application may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements.

We are asking for Social Security number(s) because any person applying for or receiving federal TANF services must give us his or her Social Security number; Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10). We may use Social Security number(s) to do computer matches with other programs to prove you are receiving these programs (for example, food stamps), to do a computer match to verify other information on the application, or to verify your alien status.

If you disagree with any decisions we make regarding your eligibility to the Summer Youth Employment program (SYE) services, you may have your certification reviewed by a person at a level above the person who made the first decision.

**By signing this, I and/or my parent or guardian, as applicable, are attesting under penalty of perjury, that all of the statements in this application (and documentation supporting the application) are true to the best of my/our knowledge and that I am willing to cooperate with any efforts to verify the information provided.**

I agree to participate in this program and the above statements:

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If under 18-** I consent to \_\_\_\_\_ participating in the SYE Program and attest to the above statements:  
**Parent/Guardian signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Or if applicable: **DSS Commissioner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Commissioner of the Department of Social Services or his/her designee must sign for children in foster care.**