



# SUMMER JOBS PROGRAM

1 James L. Gibbs Dr. | 273-1849 | [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 \$11.80/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 in the **Town of Ithaca, Village of Cayuga Heights, Village of Lansing, and Towns of Caroline, Enfield, and Danby** may be eligible. *Our priority is to serve teens who are 14-15 years old and/or first-time workers who can commit to the six week work experience. If you have more than one week of vacation scheduled, worksite opportunities will be limited. Teens with extensive vacations may not be able to participate.*

**How:** You must fill out an application, participate in an interview (**which you are responsible for scheduling**), and return the documents below ***no later than May 21st*** 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 work. You will also have the opportunity to attend a paid Kickstart Training to learn important job skills before your 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 21\*\*** 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** - **YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN INTERVIEW.** To schedule an interview, call the YES office at 273-1849 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.**

*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 16	SUMMER KICK-OFF	YES begins scheduling interviews for the Summer Jobs Program. <i>NOTE: Space in our program is limited by funding.</i>
May 8-June 12	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 21	SUMMER DEADLINE	Applications received after the deadline are likely to be referred to other organizations or be placed on our summer waitlist.
June 4-26	MANDATORY YES ORIENTATION <small>(various dates are available within this timeframe)</small>	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 29-July 3	KICKSTART TRAINING <small>(you will be paid to attend)</small>	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>
June 29- July 10	SUMMER JOBS BEGIN	Most summer jobs begin within the first two weeks of July. Contact your supervisor to confirm your start date.
August 7 - 28	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: 273-1849, email: [yes@cityofithaca.org](mailto:yes@cityofithaca.org)



**STEPS IN APPLYING FOR YES:**

- Fill out this form front and back. Have your **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: \_\_\_\_\_  
 Contact me by: \_\_\_ Phone \_\_\_ Text  
 \_\_\_ Email

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Lunch Period \_\_\_\_\_

Type of Work	Employer's Name & Address	Contact Info	Dates Worked

**References: List names and addresses of 3 adults (not part of your family) who know you pretty well:**  
 (Examples: teacher, coach, pastor, neighbor, parent of best friend, former employer, guidance counselor, friend of the family)

Reference Name	Email Address and/or Mailing Address	Phone	How do they know you?
1			
2			
3			

**Please answer the following questions:**

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

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

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

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

Which are you interested in (Circle all that apply):			
<b>School-Year Jobs</b>	<b>Summer Jobs</b>	<b>Career Exploration</b>	
Do you have a work permit?	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
Do you have a resumé?	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
Are you a first-time worker?	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
Have you worked through YES before?	<b>Yes</b>	<b>No</b>	

THIS BOX OFFICE USE ONLY	
Date Recd:	Interview Type:
Interviewer & Date of Interview	
<b>Municipality</b>	<b>FRPL</b> <b>First time Work?</b>
	Y   N                      Y   N
MJP   JYC   TSYEP   DCC   ECC   TTW   YC   LTE	
Computer Entry	YES Returner
	Y                      N

Preferred Pronouns: \_\_\_\_\_ She/Her \_\_\_\_\_ He/Him \_\_\_\_\_ They/Them \_\_\_\_\_ No preference \_\_\_\_\_ Other: \_\_\_\_\_

**Statistical Information** This information is voluntary and confidential and will be used 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: \_\_\_\_\_

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:

\_\_\_\_\_

How did you hear about YES?

\_\_\_\_\_

Participant Permission:

I understand that my name and contact info 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 them 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 private employment. 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 do NOT give YB staff permission to include photos of my child in program publicity materials.
- I give YES permission to give my name and contact information to prospective employers and visa versa.

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

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

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



## **Tomkins 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 this form.



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## 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.

List all family members (including yourself) in the household. 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.						
7.						

## 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 my child/dependent 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.**