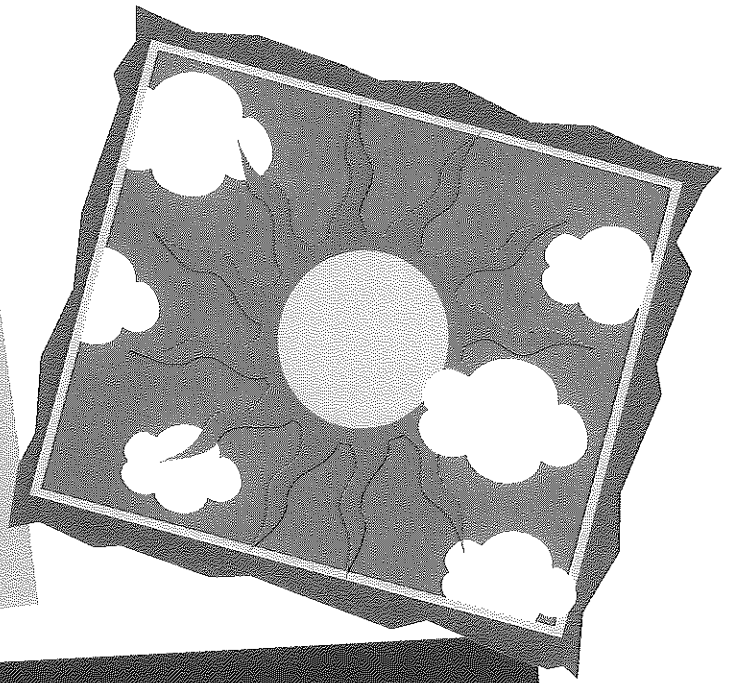


Summer Youth Employment Program



Pick up applications at:

* Your school Guidance
Office

• Rensselaer County
One Stop Career
Center

5 weeks in
July & August

\$10.40 per hour

Available to income-eligible Rensselaer County Youth aged 14-19

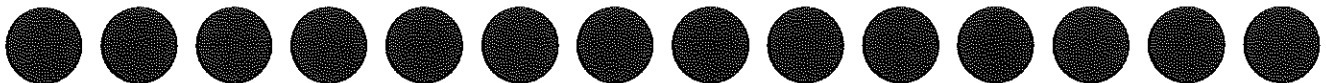
For more information, please call (518) 270-2860



Facebook.com/RenscoYouth



@RenscoYouth



Rensselaer County One-Stop Career Employment Center

Rensselaer County Department of Employment & Training

1600 Seventh Avenue, Troy, NY 12180



RENSSELAER COUNTY ONE STOP CAREER CENTER DEPARTMENT OF EMPLOYMENT & TRAINING

STEVEN F. McLAUGHLIN
COUNTY EXECUTIVE

Summer Youth Employment Program 2018

**** APPLICATION PROCESS ****

STEP 1 – Application Submission

- The Blue Sheet (Pages 3 & 4) should be completed only by the YOUTH APPLICANT.
- The Yellow Sheet (Pages 5 & 6), the *Confidential Income Statement*, must be completed only by **PARENTS, GUARDIANS OR HEADS OF HOUSEHOLDS**. All information is subject to verification.
- Applicants will not be considered unless ALL ITEMS are FULLY COMPLETED and ALL DOCUMENTATION is attached to the application (list of documents is on the reverse of this page)
- The Guidance Office must complete and sign the School District portion of the application
- To be eligible for participation, applicants aged 14 through 17 **MUST** have working papers to participate in the program. Male applicants 18 and older must be registered with the Selective Service.
- Every application must have a valid **Social Security Card** and **Birth Certificate** attached

STEP 2 – Interview Process

Unlike in years past, **youth will not be placed based on a first come first served basis**. Those who completed the entire application and submitted by the due date are eligible to competitively interview for a position this summer. At the interview be prepared to discuss what kind of work you would like to do this summer, the transportation you will have to and from work, why you are the best candidate for a job, and whether or not you will be attending summer school.

STEP 3 – Job Offer

If hired, you will be required to return for a second meeting to complete additional required paperwork, submit your original Working Papers, and receive your worksite placement and information.

Priority will be given to families receiving TANF and youth in Foster Care

Applicants should return the completed application **by May 25th** to their School Guidance Office or to the Rensselaer County One-Stop Employment Center, 1600 Seventh Avenue, Troy, NY 12180.

Applications submitted after May 25, 2018 will not be considered for employment

Questions may be directed to (518) 270-2860 or summer@capreg.org



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Follow Us on Twitter:
[@RenscoYouth](https://twitter.com/RenscoYouth)

YOUTH APPLICATION CHECKLIST

TO: Youth Applicants and Parents/Guardians:

Please be sure to review this checklist before returning your application.

WE WILL HAVE TO RETURN YOUR APPLICATION UNLESS ALL THE REQUIRED INFORMATION AND DOCUMENTS ARE PROVIDED.

YOUTH APPLICANT:

1. Is your Social Security Number correct? Please match it with your card and enclose a copy of your card with this application.
2. Are ALL the items on page 1 completed?
3. Be sure to provide your phone number or a phone where you can receive a message.
4. Did you sign your application (page 1 at the bottom)?
5. Did you have the Guidance Office fill out the School District Section?

PARENT'S/GUARDIANS:

EXAMPLES OF ACCEPTABLE PROOF OF INCOME

<u>INCOME</u>	<u>PROOF</u>
Wages, Salary, Military Pay.....	Check stubs, Discharge Papers
Alimony or Child Support.....	Check stubs or Court Order
Rent.....	Receipt
Safety Net Family/TANF	Social Services Budget Sheet
Supplemental Security Income, Social Security Disability, Old Age & Survivor's Benefits.....	Award Letter
Unemployment Insurance.....	Unemployment Benefit Printout
Scholarships, Grants, Fellowships, Loans.....	Copies of Letters or Papers
Net Self-Employment Income.....	Business Records, W-2
Dividends, Interest, Annuities.....	Check Stubs or IRS Interest Reporting Form or Bank Book