**APPLICATION FOR SUMMER YOUTH EMPLOYMENT PROGRAM AND YEAR ROUND WORK EXPERIENCE PROGRAM**

Applicants must be age 14-24 in order to meet age qualifications for the program.For applicants under age 18, working papers are required. Contact 315-786-3671 with any questions. Applications can be mailed to: 1000 Coffeen Street, Watertown, NY 13601 or e-mailed to aerdem@co.jefferson.ny.us. **PLEASE PRINT LEGIBLY**.

**PERSONAL DATA OF APPLICANT**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_ Race:\_\_\_\_\_\_\_\_

Parent/Guardian Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellphone Service Provider(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the applicant have a driver’s permit? YES NO 2. Driver’s license? YES NO

3. Does the applicant have a means of transportation? YES NO

4. Transportation Type: Vehicle/Ride Bus Other

OTHER CHARACTERISTICS

1. Is the applicant a United States citizen? YES NO If NO, indicate status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION

1. Is the applicant a high school graduate? YES NO

2. Is the applicant currently enrolled in Middle or High School? YES NO

**If yes**, in what grade will you be going into **this fall**? \_\_\_\_\_\_\_\_\_\_\_\_\_

**If yes**, name of school district & building: \_\_\_\_\_\_\_\_\_\_\_

3. Is applicant currently attending College? YES NO

**If yes**, name of college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAMILY STATUS

1. Number of family members living in household (including the applicant)? \_\_\_\_\_\_\_\_\_\_\_\_

2. Check which program(s) the applicant currently receives benefits under:

 Medicaid (**United Health Care Community** **Plan** and **Child Health Plus** count for this)

 SNAP

 HEAP

 SSI

 None of the above (**Please mark this if none of the above items apply to you**)

FAMILY INCOME

1. Please list **ALL** members of the applicant’s family who **reside in the household**, **their** **relationship to the** **applicant** and **their age**. Explain **all sources and amounts of income received by the family** for the current month, last 6 months, and last year. Use the income sources listed below in itemizing the total family income:

■ Gross wages ■ Unemployment Compensation ■ Retirement pension

■ Child Support/Alimony ■ Military Wages (Base Pay) ■ Social Security Benefits (SSI, SSR, SSD)

■ Net Rental Income ■ Veteran’s Benefits (Disability, Pension)

■ Workman’s Compensation ■ Net Self-Employment Income (Quarterly Estimated Tax)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Family Member(s) | Relationship | Age | Income Source/Name of Employer | TOTAL to be received THIS MONTH | TOTAL received for PAST 6 MONTHS | TOTAL received for the PAST YEAR |
|  | *APPLICANT* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

WORK HISTORY (applicant’s most recent employment)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Business: |  | Address: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | Hours per week and hourly wage: |  | Start Date: |  | End Date: |  |

|  |  |
| --- | --- |
| Reason for Leaving:  |  |

SPECIAL STATUS:

1. Below, check any of the following that the applicant is:

 School Dropout

 Parenting or Pregnant

 Subject to the juvenile or adult justice system (includes Probation) / Incarcerated parent

 Homeless/Runaway

 An individual with a disability (this includes an IEP and/or 504 plan from high school)

 A foster child

**If applicable**, Name of Probation/Parole Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification, and I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information and the release of this application to DSS for verification purposes, and understand that it will be used only to determine eligibility for this WIOA/TANF program.*

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian (if applicant is under age 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of DSS Commissioner or applicant’s designee if in foster care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| STAFF USE ONLY | The applicant is certified for TANF Services: YES NO Staff Initials/Date:  |

JOB INTEREST SHEET

 To help the Summer Employment Program staff identify a summer job that will interest you, we are asking that you review the Job Descriptions listed below and rank from 1-5 the job titles that interest you the most (1: **most** interested; 5: **least** interested). These will be used to help guide the staff when they are selecting your job assignment. We cannot guarantee that the jobs you pick will be available, but we will try our best to match you to the type of activities for which you indicate an interest. Depending on transportation, time schedule and available jobs throughout the County, not all applicants will be placed in the Summer Employment Program.

*\_\_\_* PUBLIC WORKS AIDE: Indoor and outdoor laborer position. Workers should not have allergies to dust or pollen.

*\_\_\_*OFFICE AIDE: Duties could include computer data entry, filing, answering phones, operating office machines, and performing other office functions as requested.

\_\_\_CHILD CARE AIDE: Workers must be responsible and enjoy working with young children. Would include indoor and outdoor activities, leading games, serving snacks, and may require cleanup of classroom areas.

*\_\_\_*LIBRARIAN AIDE: Requires working in a local library. Workers may be responsible for answering phones, assisting patrons, participating in children’s story hour/activities, and inventory control.

*\_\_\_*FOOD SERVICE AIDE: Involves assisting with basic food preparation such as washing and cutting vegetables, making sandwiches, sanitizing utensils and dishes, packing and transporting meals within a facility.