



Village of Walden Summer Youth Employment Program 2013

1 Municipal Square Walden, NY 12586

845-778-2177 phone; 845-778-2170 fax

Parent/Guardian Quick Reference Guide (Please Keep This Page for your records)

Important Parent/Guardian Guidelines:

The Village of Walden Summer Youth Employment Program is providing funding for **ONLY 10 youth participants**. Each youth **MUST** reside within the Village of Walden limits and be between the ages of 15-18. It is important to realize that even though the program will only provide employment for 10 Village of Walden youth; all the potential youth that participate in the Job Fair will get the experience of filling out an application with all the necessary requirements in a timely fashion and will have the possibility of meeting a potential employer face to face through their mandatory participation in our job fair. These learning opportunities are not something taught in school and offers real life experience.

The purpose of this program is to provide each youth with a positive and safe form of summer employment while simultaneously increasing their education in branding themselves for today's job market as well as resume and real life skills building.

Summer Employment will be approximately 60 hours at a Participating Village of Walden Business between 7/8/13-8/2/13 receiving \$8.00 per hour. **Application deadline is Friday, June 14, 2013** and should be submitted to the Village of Walden Municipal Building, 3rd floor, Village Clerk's office.

Important Dates:

ALL Applicants who meet the above requirements and whose application is submitted *completed and on time* **MUST** attend our **Job Fair on Thursday, June 20, 2013** beginning at 6pm on the 3rd Floor Assembly Room in the Municipal Building. All (or most) of the participating Village of Walden Businesses will have a representative present. The businesses will speak to each youth as an additional reference for them to use during their selection process of which youth they will choose to employ over the summer. This allows each youth the opportunity to put their best foot forward and meet potential employers in a neutral setting. Youth will also be allowed them to ask questions about the potential job opportunities with each business and learn how to speak to potential employers.

The 10 youth who are hired by the participating Village of Walden Businesses will be required to participate in our **MANDATORY Skills Building Workshops (refreshments included)** on the following dates: **Thursday, July 11, 2013, 5:30-7pm** - Team Building and Finance 101 including budgeting; & **Thursday, July 18, 2013, 5:30-7pm**- Resume Workshop - 3rd Floor Assembly Room in the Municipal Building. **(No Exceptions Made)**

The 10 youth who are hired and their families are invited to participate in our Graduation Ceremony on **Thursday, August 8, 2013 at 7pm** - 3rd Floor Assembly Room in the Municipal Building.

Any questions please contact the Village Clerk, Tara Bliss at waldencv@hvc.rr.com or by phone 845-778-2177 or in person to the Village Clerk's Office, 3rd Floor Municipal Building.

Only completed applications will be considered for the program.

All applicants will be notified of application status by Monday, June 24, 2013.



**Village of Walden Summer Youth
Employment Program 2013
Application for Admission
1 Municipal Square Walden, NY 12586
845-778-2177 phone; 845-778-2170 fax**

PLEASE COMPLETE THIS APPLICATION ONLY IF YOU ARE AVAILABLE TO WORK BETWEEN 7/2/12- 8/3/12

NAME _____ M ___ F ___ Grade _____ Age: ____

PARENT NAME: _____

ADDRESS _____

E-MAIL ADDRESS _____ PHONE # _____

YOUTH AND PARENT MUST COMPLETE THIS FORM TOGETHER AND RETURN TO VILLAGE HALL WITH ALL NECESSARY DOCUMENTS BY JUNE 14, 2013.

Please circle the correct response.

1. Do you have transportation to and from employment? Yes No

2. Do you have any physical limitations? Yes No

If yes, please describe:

3. Who recommended you for the Youth Employment Program?

PARENT/GUARDIAN & YOUTH CONSENT FORM

I understand that if my child is accepted into the youth employment program, he/she will be part of a youth employment development program which includes:

- Participation in a **MANDATORY** Job Fair on Thursday, June 20, 2013 at 6pm with potential Village of Walden Business employers - 3rd Floor Municipal Building. (**No Exceptions Made**)
- Summer Employment of approximately 60 hours at a Participating Village of Walden Business between 7/8/13-8/2/13 getting paid \$8.00 per hour.
- Participation in a **MANDATORY** Skills Building Workshop (refreshments included) on the following dates: Thursday, July 11th & Thursday July 18th 5:30-7pm - 3rd Floor Municipal Building. (**No Exceptions Made**)
- Participation in Graduation Ceremony on Thursday, August 8, 2013 at 7pm - 3rd Floor Municipal Building.

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Only completed applications will be considered for the program.
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Medical/Emergency Information

PARENT/GUARDIAN

In an emergency, if I cannot be reached, the person(s) listed below will be called. They may act on my behalf.

PERSONS (other than parent/guardian) TO BE CONTACTED IN CASE OF EMERGENCY:

Name: _____ Day Phone: _____

Relationship: _____ Evening Phone: _____

Name: _____ Day Phone: _____

Relationship: _____ Evening Phone: _____

Insurance Carrier and Policy Number (if applicable):

Applicant Information: Current Health Status Fair _____ Good _____ Excellent _____

Current Medical Conditions _____ Medication _____

Allergies _____

Parental Permission Form for Release of Photographs

The Summer Youth Employment Program may use photographs, videos, and names of program participants for celebration, public relations, and publicity. Only first names will be used. Photos and/or video may be used in print, film, or website/internet use.

____ *I accept this policy.* ____ *I do not accept this policy.*

Please list any planned vacations between 7/8-8/2/2013: _____

Youth Signature: _____ Date: _____

Daytime Phone # _____ Evening Phone # _____

Parent/Guardian Signature _____ Date: _____

Daytime Phone # _____ Evening Phone # _____

All completed applications ***MUST*** also include the following attachments:

- Working papers (if applicable).
- Proof of address. (Copy of driver’s license, parent’s utility bill, etc.)
- A **75** word essay from the applicant explaining a little about themselves and why they would like to participate in the program.
- One (1) letter of recommendation from a person **NOT** related to the applicant.

Only completed applications will be considered for the program.

All applicants will be notified of application status by Monday, June 24, 2013.