

Village of Walden Summer Youth Employment Program 2017

1 Municipal Square Walden, NY 12586
845-778-2177 x1501 phone; 845-778-2170 fax
Parent/Guardian Quick Reference Guide

(Please Keep This Page for your records)

Program Requirements:

YOUTH MUST:

- ✓ Reside within the Village of Walden limits (call the Village Clerk if unsure of residency)
- ✓ Be Between the Ages of 14-18
- ✓ Have working papers
- ✓ Be available to work between 7/10/17-8/4/17
- ✓ Attend Job Fair **June 22, 2017 at 6pm**
- ✓ Attend Skills building workshops: **Thursday, July 13, 2017, 5:30-7pm** - Team Building and Finance 101 including budgeting; & **Thursday, July 20, 2017, 5:30-7pm**- Resume Workshop
- ✓ Attend Graduation Ceremony on **Thursday, August 10, 2017 at 7pm** - 3rd Floor Assembly Room in the Municipal Building.
- ✓ **Complete an Application that must be received by Thursday, June 15, 2017 by 5pm - Please be advised that late applications will NOT be considered.**
- ✓ **All completed applications MUST include the following attachments:**
 - Working papers
 - Proof of address. (Copy of applicant/parent/guardian's 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. (can be handwritten or typed)
 - One (1) letter of recommendation from a person **NOT** related to the applicant.

Frequently Asked Questions:

The purpose of this program is to provide each youth with a positive and safe form of local 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 7/10/17-8/4/17 receiving \$9.70 per hour.

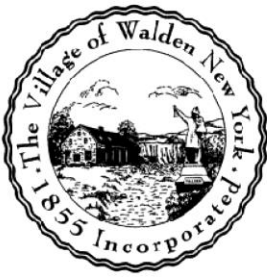
Funding is provided for **10-12 youth participants** thanks in part to a grant received through the Orange County Youth Bureau as well as donations received specifically for this program and the Village of Walden Board of Trustees. All the youths that participate in the Job Fair will get the experience 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 offer real life experience.

Applications must be received by **Thursday, June 15, 2017 by 5pm** in the Village Clerk's office. An email confirmation of receipt of a completed application and a reminder of the job fair will be sent to the email listed on the front of the application. Email confirmation will be sent out on Monday, June 19, 2017 by 5pm or sooner.

Our **Job Fair** will be held on **Thursday, June 22, 2017** 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 to speak to each youth as a 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 to ask questions about the potential job opportunities with each business and learn how to speak to potential employers. **Youth should come dressed appropriately as if they were attending a job interview.**

Any additional questions please contact the Village Clerk, Tara Bliss, at waldencv@hvc.rr.com or by phone 845-778-2177 x1501 or in person at the Village Clerk's Office, 3rd Floor Municipal Building.

Only completed applications will be considered for the program.



**Village of Walden Summer Youth
Employment Program 2017
Application for Admission
1 Municipal Square Walden, NY 12586
845-778-2177 x1501 phone; 845-778-2170 fax**

PARENTS/GUARDIANS: There are portions that the parent/guardian need to fill out on this application, but please do not complete this application in its entirety for your child. The youth need to understand how to fill it out on their own as part of the program's learning process. Thank you for your understanding!

YOUTH NAME _____ M ___ F ___ Grade _____ Age: _____

YOUTH E-MAIL ADDRESS _____ YOUTH PHONE # _____

PARENT/GUARDIAN NAME: _____

ADDRESS _____

PLEASE RETURN TO THE VILLAGE CLERK WITH ALL NECESSARY DOCUMENTS BY THURSDAY, JUNE 15, 2017 NO LATER THAN 5pm.

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

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:

- Application Deadline: Thursday, June 15, 2017 by 5pm to Village Clerk's office
- Job Fair: Thursday, June 22, 2017 at 6pm with potential Village of Walden Business employers – Bradley Assembly Room, 3rd Floor Municipal Building.
- Summer Employment: approximately 60 hours between 7/10/17-8/4/17 at a Participating Village of Walden Business getting paid \$9.70 per hour.
- Skills Building Workshops (dinner will be provided): Thursday, July 13, 2017 & Thursday, July 20, 2017 both from 5:30-7pm – Bradley Assembly Room, 3rd Floor Municipal Building.
- Graduation Ceremony: Thursday, August 10, 2017 at 7pm – Bradley Assembly Room, 3rd Floor Municipal Building.

*Space and funding for this program are **extremely limited!***

Therefore, NO EXCEPTIONS ARE MADE to the above listed requirements. Failure to meet these requirements will result in immediate removal from the program.

Please initial that you understand the above policy: YOUTH _____ PARENT/GUARDIAN _____

(CONTINUED ON BACK)

Only completed applications will be considered for the program.

MEDICAL/EMERGENCY INFORMATION

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

Current Medical Conditions _____ Medication _____

List any Allergies _____

Please list any planned vacations between 7/10-8/4/2017: _____

(Employers will be given this information in advance & will not negatively affect your ability to get a job. Being up front in advance looks favorable on an application.)

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: _____

Parental Permission for Release of Photographs

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

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

Parental Authorization

I, the undersigned, represent that I am the parent or legal guardian of the child named herein. I hereby authorize the above named child to participate in the activity or activities described herein. On behalf of myself and the minor child named herein, I hereby agree to assume all risks of the child’s participation in the activity and I hereby release any and all claims that we may have against the Village of Walden, their officials, employees and volunteers.

Parent/Guardian Signature: _____ Date: _____

Parent: Daytime Phone # _____ Evening Phone # _____

Youth Commitment

I, the youth signed below, represent that I willfully filled out this application and that I fully understand the time commitment involved in this program. I also understand the repercussions including immediate removal from the program should I fail to meet the requirements listed on the front page.

Youth Signature: _____ Date: _____

Required Attachments included with application:

Working Papers ____; Proof of Address ____; Youth Essay ____; Letter of Recommendation ____

Only completed applications will be considered for the program.