

Village of Walden Summer Youth Employment Program 2016

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
- ✓ Be available to work between 7/11/16-8/5/16
- ✓ Attend Job Fair **June 30, 2016 at 6pm**
- ✓ Attend Skills building workshops: **Thursday, July 21, 2016, 5:30-7pm** - Team Building and Finance 101 including budgeting; & **Thursday, July 28, 2016, 5:30-7pm**- Resume Workshop
- ✓ Attend Graduation Ceremony on **Thursday, August 11, 2016 at 7pm** - 3rd Floor Assembly Room in the Municipal Building.
- ✓ **Complete an Application that must be received by Thursday, June 23, 2016 by 5pm - Please be advised that late applications will NOT be considered.**
- ✓ **All completed applications MUST include the following attachments:**
 - Working papers (applicants ages 16 and under).
 - 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. (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 7/11/16-8/5/16 receiving \$9.00 per hour.

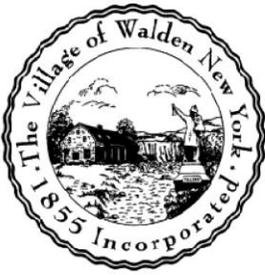
Funding is provided for **10-12 youth participants** thanks in part to a grant received through the Orange County Youth Bureau as well as donations received specifically for this program and the Village of Walden Board of Trustees. All the youths that participate in the Job Fair will get the experience 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 23, 2016 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 27, 2016 by 5pm or sooner.*

Our **Job Fair** will be held on **Thursday, June 30, 2016** 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 2016
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 7/11/16– 8/5/16

NAME _____ M ___ F ___ Grade _____ Age: ____

PARENT NAME: _____

ADDRESS _____

YOUTH E-MAIL ADDRESS _____ YOUTH PHONE # _____

YOUTH AND PARENT MUST COMPLETE THIS FORM TOGETHER AND RETURN TO THE VILLAGE CLERK WITH ALL NECESSARY DOCUMENTS BY THURSDAY, JUNE 23, 2016.

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:

- Application Deadline: Thursday, June 23, 2016 by 5pm to Village Clerk's office
- Job Fair: Thursday, June 30, 2016 at 6pm with potential Village of Walden Business employers – Bradley Assembly Room, 3rd Floor Municipal Building.
- Summer Employment: approximately 60 hours between 7/11/16-8/5/16 at a Participating Village of Walden Business getting paid \$9.00 per hour.
- Skills Building Workshops (dinner will be provided): Thursday, July 21, 2016 & Thursday July 28, 2016 both from 5:30-7pm – Bradley Assembly Room, 3rd Floor Municipal Building.
- Graduation Ceremony: Thursday, August 11, 2016 at 7pm – Bradley Assembly Room, 3rd Floor Municipal Building.

Space and funding for this program are limited, please initial that you understand that there will be NO EXCEPTIONS MADE to the above listed requirements. Failure to meet these requirements could result in immediate removal from the program: YOUTH _____ PARENT/GUARDIAN _____

CONTINUED ON BACK

Only completed applications will be considered for the program.

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 _____

Please list any planned vacations between 7/11-8/5/2016: _____

Employers will be given this information at the job fair

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. Photos and/or video may be used in print, film, or website/internet use.

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

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.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent Daytime Phone # _____ Evening Phone # _____