



Landscape and Learning Youth Employment Program

YOUTH AIDE

Job Announcement – Fall 2015

The Landscape and Learning program is an employment program operated by the City of Sacramento, Department of Parks and Recreation for young people between 14 and 17 years of age. Youth will be hired to **work six hours per day, Saturdays and Sundays**. Youth Aides work in groups, including an adult supervisor, providing park maintenance in city parks. Typical duties include general weeding, trimming and restroom cleaning. **Youth Aides are required to wear boots. If hired, the Youth Aide must provide their own boots and have them prior to the first day.** Hiking boots are acceptable.

Print clearly using black or blue ink. If any portion of your application is incomplete or not readable your application will not be considered for employment.

SALARY: \$9.00 per hour

HOURS: **Saturdays and Sundays**; 6 ½ hours per day (including a ½ hour unpaid lunch)
8:00am – 2:30pm

DATES: **October 24 - December 20, 2015**

DEADLINE: Friday, August 28, 2015 (4:00PM)

ALL YOUTH MUST MEET THE FOLLOWING REQUIREMENTS AND SUBMIT THE FOLLOWING INFORMATION:

AGE: Applicants must be 14 to 17 years old on Saturday, October 3, 2015.

RESIDENCE: Applicants **MUST** reside within the city limits of the City of Sacramento. Please note: not all Sacramento address are within the city of Sacramento city limits.

CITIZENSHIP: Applicants must submit a copy of their signed Social Security Card and a clear copy of their photo identification card **at the time of employment (please do not submit with this application packet).** Acceptable photo identifications include bus passes, California I.D. card, and school I.D.

In addition, all forms attached must be completed and submitted.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
(916) 808-8929

City of Sacramento- Belle Cooledge Community Center
5699 South Land Park Drive
Sacramento, CA 95822

Applications will NOT be accepted after Friday, August 28th - 4:00PM, no exceptions.

Postmarks, faxes and email are not accepted.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER





Staff Use Only:

Date: _____ Time: _____

Staff: _____

DEPARTMENT OF
PARKS AND RECREATION

**CITY OF SACRAMENTO
CALIFORNIA**

5699 SOUTH LAND PARK DRIVE
SACRAMENTO, CA 95822
(916) 808-5610

NAME _____ **EMAIL:** _____
Last First Middle

ADDRESS _____ nearest cross street _____
Number Street Apartment #

_____ Zip Code
City State

MAIN PHONE _____ **ALTERNATE PHONE** _____

BIRTH DATE _____ (Age requirement 14-17) **SOCIAL SECURITY # (last 4 digits)** _____

Will you require special testing arrangements? _____

HAVE YOU WORKED FOR THE LANDSCAPE AND LIGHTING PROGRAM BEFORE? Yes ___ No ___
If so, when? _____

WHAT SCHOOL ARE YOU ATTENDING? _____ **GRADE** _____

LIST ANY WORK EXPERIENCE, SCHOLASTIC ACHIEVEMENT, AND VOLUNTEER WORK THAT YOU HAVE DONE. (Include babysitting, yard work, etc.)

CONVICTIONS: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check and verification. You may omit: a) Traffic violations (driving under the influence must be reported); b) Any conviction committed prior to your 18th birthday which was finally adjudicated in Juvenile Court or under a youth offender law; c) Any incident sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor? YES ___ NO ___
2. Have you ever been convicted by a court of a felony? YES ___ NO ___
3. If YES to 1 or 2, state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE:

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request of the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

Signature _____ **Date:** _____



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Landscape & Learning Program
Media Release Agreement

Youth Aide Applicant,

Please read the following agreement and sign at the bottom, in addition your parent/guardian must also sign.

I understand that my son/daughter/self _____ may be photographed,
Print name of Youth Applicant/Employee
videotaped, or interviewed while at work with the Landscape & Learning program. I give
permission to the City of Sacramento, Landscape & Learning program to release the images and/or
interviews of my son/daughter/self to media organizations, to use them in Landscape & Learning
publications and/or to use them in an informational video created about the Landscape & Learning
program.

Youth Applicant/Employee

Date

Parent/Guardian Signature

Date



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**Landscape & Learning Program
Transport Permission Form**

The City of Sacramento, Landscape & Learning Program is committed to providing a variety of opportunities to young people who are hired. A combination of work experience, leadership training, work readiness activities, and exposure to community recourses will be offered during the program.

Youth Aides will be traveling to different park sites as part of their work experience. Transportation will be provided by the City of Sacramento.

I authorize the City of Sacramento, Landscape & Learning staff to transport my son/daughter,
_____ , to each work site during the regular work day.

print name of applicant

Parent/Guardian Signature

Date

Daytime Phone Number

Emergency Phone Number

Landscape & Learning Program
Youth Aide Employment Agreement

I, _____, agree to:

- Be supportive and encouraging to my co-workers.
- Be a team player.
- Use acceptable language at all times.
- Not be under the influence or in possession of illegal drugs or alcohol while at work.
- Refrain from the use of tobacco products (cigarettes, chewing tobacco, etc.) while at work.
- Notify my supervisor immediately if I need to be absent or late to work.
- Follow the dress code.
- Use telephone during work hours for emergency only.
- Bring a lunch with a reusable water bottle each day.
- Be responsible for my own property.
- Be respectful to all co-workers and supervisors.

Youth Employee Signature

Date