



ORANGE COUNTY EMPLOYMENT & TRAINING ADMINISTRATION

18 Seward Ave, Suite 103
Middletown, NY 10940
Telephone (845)615-3630
FAX (845)346-1173

SUMMER YOUTH EMPLOYMENT PROGRAM 2014

Download applications at www.orangecountygov.com/syep – Click on the SYEP Application

SUMMER PROGRAM INFORMATION

The Summer Youth Employment Program is based on the level of funding ETA receives from the Office of Temporary Disability Assistance.

Applicants who complete and submit all paperwork will be given priority.

All applications that are incomplete or received late will be placed on a waiting list. At the interview, applicants should be prepared to discuss what kind of work they would like to do this summer and what kind of transportation they have to and from work.

There will be an orientation at the end of June. Orientation is mandatory for the program.

Youth ages 14-20 can work 30 hours/week earning \$8.00/hour.

The summer program will run from July 7th -August 8th, 2014.

There are no vacations permitted during this time!

For those families that are receiving Public Assistance (TANF) your child's income will not have any effect to your cash assistance.

**Applicants must complete the attached application and mail it to
Orange County ETA, 18 Seward Ave, Suite 103,
Middletown, NY 10940, Phone (845) 615-3630 / Fax (845) 346-1173
Or email it to eta@orangecounty.gov/SYEP
NO LATER THAN APRIL 11th, 2014.**

Parent or Guardian must sign application if under 18 years of age.

At the time of the child's eligibility interview intake **(Which will be scheduled after we received the completed application)** you must provide the following:

- Social Security Card
- Birth Certificate (Driver's license, passport)
- Citizenship (Birth Certificate, passport)
- Total family income for the past 6 months (year-to-date pay stubs, public assistance, SSI or SSD award letters, official foster care letter.)
- Current working papers for youngsters 14-17.
- Selective service registration for young men aged 18 and older.
- Applicant and parent/guardian will need to sign the Application, Youth Agreement and Consent form. (If you submit your application electronically, these signatures will be collected at the time of your intake interview.)

If you have any questions please call
Evelyn Fields, Youth Services Coordinator
845-568-5074



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2014

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Middletown, New York 10940
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SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION 2014

PERSONAL DATA:

Name (Last)		(First)	(Middle Initial)	Social Security #	
Address (Mailing Address)			(City)	(State)	(ZIP)
Telephone #		Alternate #		(County)	
Date of Birth	Age	Email Address			
Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Ethnic Group	<input type="checkbox"/> White Non-Hispanic	<input type="checkbox"/> Black Non-Hispanic	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Alaskan/American Indian	<input type="checkbox"/> Asian/Pacific Islander
	<input type="checkbox"/> Other				
Are you registered with the Selective Service System? (Only for males 18 years of age & older)					
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable		
Receipt # _____					
Have you ever been in the County's summer work programs? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Including yourself, how many persons in your family live at your home? _____					

EDUCATION STATUS:

check one: Attending School. Student in Grade _____ (at time of application)
Name of school you are attending: _____

High School graduate/GED.

Completed High School and have gone on to higher education.

High School Dropout.

POSITION:

Position or Type of Employment Desired: _____

SKILLS AND SPECIAL TRAINING

<input type="checkbox"/> Computer Software and/or Hardware Knowledge	_____
<input type="checkbox"/> Typing (Approximate Words Per Minute)	_____
<input type="checkbox"/> Clerical Experience	_____
<input type="checkbox"/> Construction Experience	_____
<input type="checkbox"/> Bilingual	_____
<input type="checkbox"/> Other	_____

NOTE: NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, CRIMINAL RECORD, OR POLITICAL AFFILIATION.

SIGNATURE OF APPLICANT: _____ DATE: _____

I hereby swear that all the information provided is true to the best of my knowledge and that there is no intent to defraud. All information is subject to verification, and I understand that my participation may be subject to termination subsequent to enrollment if found ineligible.



EMPLOYMENT & TRAINING ADMINISTRATION

Stephen Knob
Director

Steven M. Neuhaus
County Executive

Robert T. Miniger, Chair
Workforce Investment Board

18 Seward Avenue, Suite 103
Middletown, NY 10940
TEL: (845) 615-3630 • FAX: (845) 346-1173
E-MAIL: eta@co.orange.ny.us
www.orangecountygov.com

Summer Youth Employment Program 2014 **Youth Agreement and Consent Form**

Youth Agreement:

I _____, understand that this program has been developed to offer
(Please print name of applicant)
youth valuable, paid, work experience. I understand that there are limited slots available, and that I am not guaranteed to work for the Summer Youth Employment Program. I understand that the program start date is 7/7/14 to 8/8/14, and I will be able to provide consistent time commitment to this program. I also commit to have reliable transportation to get to and home.

Youth Applicant's Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Consent Form:

I _____, give consent for my youth to participant in the 2014
(Please print name of guardian/parent)
Summer Youth Employment Program. As photographs/videos/interviews may be taken/conducted during any of the work related tasks, meeting and/or events, I also give consent for such photographs/videos of and interviews with my youth, _____ to be used for the purpose of
(Please print name of participant)
advertising and reporting out about and/or recruiting for the Summer Youth Employment Program. This may include, but not limited to, inclusion in the Orange County newsletter, website, and/or newspaper articles.

Parent/Guardian Signature: _____ **Date:** _____

**** If you submit your application electronically, these signatures will be collected at the time of your intake interview.**

Summer Youth Program 2014 Job Description

The following Job Descriptions are based on career clusters, please read them carefully and make your selection based on your interest and skills.

Dietary/Kitchen Helper Job Description *Work Attire - Wear comfortable, neat clothing – no jeans or open toed shoes, no hats, no headbands.*

The daily job responsibilities and requirements will include, but are not limited to:

- Dishing up food items for meal service according to menu and portion sizes
- Getting stock from the stockroom and putting stock away
- Cleaning tables, sweeping floors, taking out garbage.

Medical Helper Job Description- *Work Attire - Wear comfortable, neat clothing – no jeans or open toed shoes, no hats, no headbands.*

The daily job responsibilities and requirements will include, but are not limited to:

- Assisting in cleaning Clinic offices
- Assist with transporting residents/patients from units to clinic & return transport back to unit
- Assist with filing. Assist with sorting old records. Assist with serving trays on unit with clinic staff
- Others duties as assigned

Activities Assistant Job Description- *Work Attire - Wear comfortable, neat clothing – no jeans or open toed shoes, no hats, no headbands.*

The daily job responsibilities and requirements will include, but are not limited to:

- Assist Activity Staff with set-up and implementation of daily activity programs and special events
- Organize activity rooms and storage areas and get/return equipment to these locations when needed
- Visit with residents in assigned locations (i.e. in day rooms, in resident's room, activity areas).
- Prepare for future functions or holidays by completing assigned craft projects.
- Other duties as assigned

Office Assistant Job Description- *Work Attire Requirement: Business casual (no jeans, tank tops, shorts, sneakers or flip flops).*

The daily job responsibilities and requirements will include, but are not limited to:

- Daily filing with an understanding of accuracy and confidentiality
- Create Admission Packets. Able to file accurately. Ability to type with accuracy and in a timely fashion.
- Pleasant/Professional phone etiquette and message taking.
- Knowledge or willingness to learn Microsoft office software (Word, Excel, etc.)
- Other duties as assigned.

Housekeeping Job Description – *Work Attire - Polo shirt – Plain T-shirt with no logo or print on it, and sneakers or work boots.*

The daily job responsibilities and requirements will include, but are not limited to:

- Sweeps and mop floors
- Empties waste baskets, will be responsible to dispose of trash to proper location
- Cleans rest rooms which will include sinks toilets rails and walls.
- Other duties as assigned

Maintenance Job Description – *Work Attire - Polo shirt – Plain T-shirt with no logo or print on it, and sneakers or work boots.*

The daily job responsibilities and requirements will include, but are not limited to:

- General outside building maintenance and painting of benches, railings, doors, and so on
- Work with a maintenance staff member to do daily routine maintenance and repairs (change light bulbs, repair wheelchairs, sinks, and beds)
- Assist grounds crew with weeding, planting, and general clean-up of all outside areas – facility grounds

Child Care Aide – *Work Attire - Wear comfortable, neat clothing – no jeans or open toed shoes, no hats, no Headbands, and no beads.*

The daily job responsibilities and requirements will include, but are not limited to:

- Observe and monitor play activities, and entertained children by reading/playing games.
- Prepare and serve meals to children. Accompany children on walks and other outings.
- Keep children's quarters clean and tidy. Demonstrate use of materials and tools to instruct children in arts and crafts.
- Working on the clean-up line in the dish room.
- Other duties as assigned.

Computer/Technology Job Description- *Work Attire Requirement: Business casual (no jeans, tank tops, shorts, sneakers or flip flops).*

The daily job responsibilities and requirements will include, but are not limited to:

- Daily filing with an understanding of accuracy and confidentiality. Ability to do data entry in computers.
- Knowledge or willingness to learn on creating brochures. Pleasant/Professional phone etiquette and message taking.
- Knowledge or willingness to create forms utilizing Microsoft office software (Word, Excel, etc.)

Camp Counselors/Recreation Job Description- *Work Attire - Wear comfortable, neat clothing – no jeans or open toed shoes, no hats, no headbands.*

The daily job responsibilities and requirements will include, but are not limited to:

- Participate in activities of children at vacation camp. Assist in planning activities, such as hikes, cookouts and other activities. Able to use materials and play tools to instruct children in arts and crafts.
- Able to enforce recreation rules and regulations to guide conduct, and maintain discipline.
- Willingness to learn and demonstrate procedures and safety techniques to children. Other duties as assigned.