

## 2010 Mayor's Summer Youth Employment Program Job Specification

Employer:  Address: City, State, Zip: Type of Business: Employer Contact & Telephone #:  Start Date: End Date: Full time: Part time: Work Days: Hours:  Job Title: No. of jobs Hrly. wage:  Description of Duties/Tasks:  Machines, tools, equipment to be used in the performance of described duties/tasks:  Age requirement: 14 or above years of age. Valid driver's license required? Yes No_ Desired skills:											
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Desired skills.								100			
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Employer Contact:		Tel. No								
Supervisor:		Tel. No								
We will have a representative at the JOB FAIR, Saturday, April 17 <sup>th</sup> , from 9 a.m. to 3 p.m. $\Box$ Yes $\ \Box$ No										
Name: (please print)										
STOP										
To Be Completed By Human Relations Staff										
Filled:										
NAME	DATE OF HIRE	SEPARATION DATE	REASON FOR SEPARATION							
General comments and observations:										

Please return this form to Cam Herth at City of Evanston, Lorraine H. Morton Civic Center, Community and Economic Development Department G220 2100 Ridge Avenue, Evanston, IL 60201 847 866-2976 cherth@cityofevanston.org