



**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:

Employer Contact: _____ Tel. No. _____

Supervisor: _____ Tel. No. _____

We will have a representative at the JOB FAIR, Saturday, April 17th, from 9 a.m. to 3 p.m.

Yes No

Name: _____ (please print)

STOP

To Be Completed By Human Relations Staff

Filled: _____

<i>NAME</i>	<i>DATE OF HIRE</i>	<i>SEPARATION DATE</i>	<i>REASON FOR SEPARATION</i>

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