

Some jobs are first come/first served. Get your Application in soon! Priority will go to those received by **Friday, May 15**

YOUTH EMPLOYMENT JOB APPLICATION

Keep this page for your records

Cornell Cooperative Extension-Trumansburg/Ulysses Youth Services
Youth Employment Program

In order to get a job, you will need to:

- **Be at least 14** to do anything other than farm work or delivering newspapers.
- Get your **work permit** from Student Services or the Main Office.
- Get photocopies of:
 - your birth certificate
 - social security card
 - school ID
- Complete an application and return it to the Student Services office, or Youth Office at 10 Elm St., Trumansburg.
- When you turn in your application, it is your responsibility to sign up for an interview time posted on the board outside of the student services office. If you don't attend Charles O Dickerson High School, email mp823@cornell.edu to set up an interview time.

Note: you do not need to turn these in with your application, but will need them once you are hired.

PLEASE NOTE:
Filling out an application does **NOT** guarantee a job.

Two job programs are offered by the Trumansburg/Ulysses Youth Services and Cornell Cooperative Extension program with the goal of providing youth with a positive work experience and the necessary skills to be successful in future job searches. Choose one or both:

1. ODD JOBS program

With parent/guardian permission, teens' names are given to local residents for casual jobs like:

- lawn mowing
- babysitting
- cleaning
- raking leaves
- shoveling snow, etc.

Hours and pay are decided on by the employer and the teen.

2. JOB PLACEMENTS

For first-time employees.

- Teens are paid minimum wage (\$8.75/hr) to work for a set number of hours (about 60) in local businesses and organizations.
- Youth Services reviews applications and conducts initial interviews; information forwarded to employers, who select the best candidates.

QUESTIONS?

Contact Mike Perry
at 387-4910 or
mp823@cornell.edu

PLEASE NOTE:

This application will be shared with employers. Make sure it is neat and clean!



A program in partnership with



***This program is supported by
Tompkins County and New York State***

Youth Employment Program
PARENT/GUARDIAN CONSENT FORM

Dear Parent or Guardian,

Your daughter/son is applying for job assistance through the Youth Employment Program coordinated by Trumansburg/Ulysses Youth Services. With your permission, your teen is eligible to receive job skills training and **may be** offered a part-time position through the municipal jobs program (job placements paid through the Town of Ulysses), and/or receive calls from local residents for casual employment (odd jobs like yard work, babysitting, etc.).

Please talk with your teen and let him/her know he/she should accept only those casual jobs that he/she feels comfortable accepting. It's okay to turn down a job as long as it is done in a polite and professional manner. Payment for casual jobs is decided upon by the teen and casual employer, and may either be priced hourly or by the job.

Completing an application does not guarantee a job.

If you would like your teen to participate in this program, please sign below and return this to Mike Perry at the Youth Services office in the Ulysses Town Hall, 10 Elm Street, Trumansburg, or his folder in Student Services in the high school. Any questions may be directed to Mike at **387-4910** or **mp823@cornell.edu**.

I UNDERSTAND THAT:

1. Although the Youth Services program makes an effort to ensure that job sites are positive and appropriate, they cannot make a complete investigation of every job that is offered. It is my responsibility as a parent to check out the situation to ensure it is safe for my daughter/son.
2. I understand that work insurance is only provided for my daughter/son if she/he is hired through the Town of Ulysses for a part-time job through the municipal jobs program. All other casual employment opportunities with Trumansburg residents do not include insurance. If any accident occurs during casual employment, it is **not** the responsibility of the Youth Services program. If you do not want your teen working casual employment, check this line to **opt out** of casual employment ____

I have read the above and hereby authorize Trumansburg/Ulysses Youth Services to give out my child's name and phone number to prospective employers.

STUDENT'S NAME _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PARENT/GUARDIAN E-MAIL _____ PHONE _____

EMPLOYMENT OPPORTUNITIES in Trumansburg through WorkForce NY:

Workforce NY offers summer employment opportunities for Trumansburg youth to get jobs locally. If your teen receives free or reduced lunch, you will probably be eligible. Please check below if this applies to your student and you would you like to receive more information.

Participating will improve the chances of your child getting a job.

___yes ___no (All information will kept confidential).

Trumansburg/Ulysses Youth Services
2015 Youth Employment Application
*NOTE: This application should be filled out by the **STUDENT**.*

Name: _____ Today's Date: ____/____/____

Address + zip: _____

Home Phone: _____ Youth cell phone: _____

Date of Birth: ____/____/____ County _____ School _____

Grade ____ Age ____ Lunch period _____ Do you have your work permit? _____

E-mail address (INCLUDE ONLY IF CHECKED DAILY): _____

Fill in your work experience below. Include volunteer work, babysitting, lawn care, paper routes, etc.

Type of Work	Address	Phone	Dates Employed
1. _____	_____	_____	_____

2. _____	_____	_____	_____

Please list two references:
These should be adults who know you well but are NOT related to you.
(Teachers, neighbors, coaches, pastor, etc.)

Name	Address	Phone	Relationship
1. _____	_____	_____	_____

2. _____	_____	_____	_____

****ARE YOU INTERESTED IN: (check all that apply):**
 ___ odd jobs ___ job placements

What are your interests, talents and hobbies? (examples: outdoor activities, sports, music, drawing, volunteer work, etc.) _____

Are there any health factors that would interfere with a particular type of work? (Allergies, back problems, knee injury, etc.) If YES, please explain:

How will you get to work? (bus, parent, bike, walk, etc.) _____

When are you interested in working? Check all that apply.
___ Spring ___ Summer ___ Fall ___ Winter

ODD JOBS: (Complete only if you are interested in getting calls for odd jobs)
If so, your name will be added to a list of youth who are referred to community members for occasional work.

Check the job categories you would like to receive calls for:

- ___ yard work ___ painting
___ lawn mowing ___ housecleaning ___ raking
___ gardening ___ moving furniture ___ shoveling snow
___ babysitting- if so, please answer the following questions:

How often do you babysit? _____

What ages are you comfortable with? _____

Have you taken any babysitting training classes, or safety/first aid?
Please list which ones (or any other relevant training) and the dates taken:

Transportation: Can you get a ride to a casual job, or do you prefer to only receive calls from people who live near you?

Please check one: ___ can get rides ___ only call me for jobs close to me

2015 Job Opportunities

NAME: _____ DATE: _____

This is a current list of employers choosing to participate. If by the time you are interviewed more employment sites are available, you will be notified.

Please read through the job descriptions below. Be sure to note the schedules and discuss it with your parent/guardian. This will be updated if/when more jobs become available. You may not be assigned the position that you most want, so place fill out your second and third choice.

Note your 1st, 2nd, and 3rd choices:

1st choice- _____

2nd choice- _____

3rd choice- _____

<i>Site</i>	<i>Possible job duties</i>	<i>Hours/Dates</i>	<i># pos.</i>
Ulysses Library	Helping with the Summer Reading Program includes assisting library staff with activities, set up and break down of programs, working with children and occasional office work.	Mornings and 2 Saturdays. Flexible June 20-August 8	2
Taughannock Park	Painting, general maintenance of buildings and grounds, cleaning and parking vehicles.	Saturdays and Sundays	4
Primitive Pursuits	Assist in creating and implementing experiential environmental immersion for diverse groups of youth in the context of wilderness survival, living skills, naturalist skills and knowledge. Role modelling.	Weekdays 8am-4pm	5-6
Good to Go!	Stocking, cleaning, exterior window washing, food prep, etc.	Flexible	1-2
Cayuga Nature Center	Maintenance assistant: Older youth preferred, cleaning law-garden work, painting, building (with appropriate tools), trail work.	Monday and Friday, 9am—4pm, preferably	2
Seido Karate assistant	Students will be assistant karate instructors for children ages 6-8 during our summer lessons on Tuesday and Thursdays throughout the summer. In addition, students will serve as camp counselors for our one week long day camp, July 27-31, 2015.	Tuesday and Thursday, 8:15—9:15am, plus July 27-31 8:30-4:30 for Day camp	3
The Floating Classroom	High school interns work as a team to conduct basic lake study activities and assist instructors working with visitors aboard our 45 foot vessel on Cayuga Lake. Interest in environmental science and communication a plus. Basic boat maintenance, including moderate physical activity	TBD	TBD

ODD JOBS TIPS FOR YOUTH

If you want to sign up to receive calls for odd jobs from community members, here are some things to keep in mind:

ACCEPTING A JOB:

- Be assertive and don't do any task that makes you uncomfortable for any reason.
- Be clear on the day/time that you agree to work with the employer.
- Ask for their phone number in case you need it later.
- Leave the address and phone number of the job site with your family in case of emergency.

PAY:

It is up to you and the employer to determine the pay for your work. Minimum wage is currently \$8.75/hr, but casual employers are not obligated to pay this amount. Some people will pay by the job rather than the hour. Have an idea of what you are comfortable with before you begin.

TURNING DOWN A JOB:

It is okay to turn down jobs- (if you're busy, or feel uncomfortable for any reason, etc.). However, it is important to do so in a polite and professional manner.
Example: "I'm sorry Mr. Smith, but I'm not available that day. Thanks for calling me."