

Frequently Asked Questions About the Youth Employment Program

What is the Youth Employment Program?

Job Development provides young adults with opportunities to learn and develop skills, attitudes and the type of commitment necessary to succeed in today's world of work. The youth are able to earn some money and gain meaningful work experience. This experience also connects youth to educational/social services, case management/counseling, job placement and /or enrollment in High School Equivalency classes, college, or advanced training. Youth are able to interact with dynamic working professionals in a positive environment.

Who can participate in the Youth Employment Program?

Youth must be between the ages 16 and 23 and live in Orleans County. We accept both youth out-of-school and those still attending school (high school or college). In some cases there are other eligibility requirements, such as a review of your family income and size.

What types of jobs are there?

Youth chosen will be employed at various job sites around the county. Depending on transportation that is available to the youth, we try to match the youth with jobs in their community. Participants will work approximately 25 hours a week. Specific hours youth will work will depend on their individual Worksite assignment but for the most part the jobs would start about 8:30am or 9:00 am and go until 4pm or 5pm. There may be some weekend and/or evening hours required. Most of the jobs available are local government organizations like schools, libraries, municipalities, and not-for-profit companies. Youth will earn minimum wage that is currently is \$9.00 an hour. Examples of the type of work a youth may be assigned include clerical, light cleaning, landscaping, childcare, painting, indoor computer input, filing, answering phones, shredding, and answering phones. These are only examples and you may be assigned something entirely different.

When do the jobs start?

The jobs typically start around July 4th and go until the end of August. (You will have July 4th off) We realize there are youth playing fall sports and/or attending college that will need to be released earlier. There should be no days that are missed from work as appointments should be scheduled on days/times that you are not working unless they are approved by both the Youth Counselor and the Worksite Supervisor. A doctor's note may be required if a youth misses work due to calling in for feeling sick. Any time missed from work can not be made up unless there is prior approval from both the Counselor and the Worksite Supervisor. This is also discussed in the Orientation and the Work Handbook.

If I applied last year, do I need to apply this year to be able to participate?

Yes – only youth that apply for the current program will be considered.

Can I sign up to work the same job as I had last year?

There is no guarantee that the job you worked last year will be available. Youth and Parents should not call employers prior to being hired as this may jeopardize the program. The process is competitive and no jobs are guaranteed to anyone.

Can I apply even if I am going to summer School?

Yes, but available working hours/opportunities may be limited.

Do I need my parent/guardian with me to apply?

No, but it may be helpful to have your parent/guardian or an adult help you answer some of the application questions. You may take home the application and return it in a few days. You should have your parent/guardian at least look over your application to make sure it is complete. In some cases the parent/guardian will be needed to provide information for the type and amount of family earnings. A parent/guardian will be needed to sign the application and certify that all the information is complete if the youth is under 18 years of age, and/or if the youth still lives at home. If under 18 it is highly suggested a parent/guardian attend the interview with the youth. They will need to sign important papers at the interview. Applications may be obtained from High School Guidance Offices, the Department of Labor (458 West Ave in Albion), at Job Development (14016 Route 31 in Albion) or online at <http://www.orleansny.com/Departments/ResidentServices/JobDevelopment.aspx> If the application is completed while on the internet it still must be printed out and handed in. We are not able to accept any applications sent to us by email at this time. It must also be hand signed and we need the original signature of anyone who signs the application.

What additional information do I need to apply?

We strongly encourage all youth to apply for the program! Depending on if the youths situation there are various requirements. We do our best to certify every youth. In some cases proof of income and additional documents may be requested, so it is in the best interest of the youth to apply EARLY!

- *You MUST have your social security card, and a birth certificate to apply. To get a copy of your Birth Certificate you would need to contact the town or City Hall of the hospital you were born in. There is usually a fee to receiving a certified copy of a Birth Certificate of up to \$30.00. To get a Social Security Card you should go to the Social Security Office in Batavia or in Greece and request them. You can do it on line also, but it takes at least two weeks to receive one this way.*
- *Proof of your address and a photo ID is also required. A cancelled piece of mail that was sent to you can count as proof of your address. A photo ID can be a school ID or can be a Driver's License, Permit, or government issued ID.*
- *Original Working papers are required of all youth 16 to 17. These are most often obtained from your area High School office or District Office. A recent physical at a doctor's office or at the school nurse's office, such as for a sport's physical, is needed and this may take time to schedule. It may take a few days to actually receive the Working Paper after the correct paper is submitted, so start the process now. A current Work Permit will be required prior to job placement – NO exceptions.*
- *If you are a High School Student you need to provide a copy of your most recent Report Card. If you earned a GED or TASC or HSE, please provide a copy of that or any other training certificate you may have earned.*
- *If you are a Male and are 18 or older, the you must present evidence that you have registered for the Selective Service. Registration verification may be obtained and printed out from the Selective Service website at <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form>*
- *In some cases additional information will be necessary such as proof of family income. The positions we have are funded through a variety of sources. Dependent on the requirements attached to these sources, we may require income verification. Under these guidelines, everyone working in the home must provide recent pay stubs and/or bank statements that show their income if it was automatically deposited. A copy of the most recent year's taxes may also be required.*
- *Depending on your job assignment you may also need to have a PPD test, provide your shot record, obtain a current flu shot, and a physical. In some cases a background check will need to be conducted, depending on requirements of the assigned job. A drug test is also a possible requirement, depending on the worksite.*
- *An email address would be appreciated. This will be the easiest, convenient, and most up to date way to contact you. The email address will only be used to communicate with you about the job process. We also have a Facebook page that we suggest you become "friends" with. This is how we will communicate with you after we have chosen our participants, so be sure to check your email address often.*

Can I apply if I have an arrest or conviction on my background?

An arrest or conviction does not automatically disqualify you from participating in the work experience. Some worksites are not allowed to employ individuals with certain offenses but others are. Please be honest about any arrest or convictions you have had.

How much will I earn and how will I be paid?

You will be paid minimum wage which is currently \$9.00 an hour and work up to 25 hours each week. You will only be paid for the hours they actually worked. You will receive a paycheck in the mail every other week. One week your timesheet is turned in for a 2 week period and the next week you get paid. The paychecks are usually put in the mail in Friday mornings. They are sent to the address you put down on your applications. If you move or need to change the address or phone number you must tell your employment Counselor in writing at least a week in advance. You will receive a schedule that explains this in more detail at Orientation.

What happens at Orientation?

If you are asked to attend Orientation, you will be given a specific day and time to come. It is usually held at the Albion Hoag Library or at the Orleans Department of Social Services Building. Plan to be there about 4 hours. At this meeting you will take a TABE test so that the Counselors can learn about your educational levels, and that will help to figure out where you would be best placed. You will also be given an Employee Handbook that really explains in detail important program information and acts as a guide for carrying out the terms of your responsibilities as a youth worker. It is important that you read this over and not lose it!

Is there a Dress Code?

Some of the worksites do require you to dress a certain way. All jobs require you to have clean clothes without holes in them, and closed toe shoes – no sandals. The specific dress code of the worksite will be listed on the paper you receive, that tells you about the worksite and where to report to on your first day, along with contact information, right before you start the job. Many of the worksites suggest casual business attire which means dress pants (no jeans) and a shirt with a collar (polo type are acceptable). No low cut shirts, tight fitting clothing, extremely loose fitting clothing, underwear showing, or mid drifts are acceptable. If you wear this type of clothing to work you will be sent home and not paid for the day. Call us if you need recommendations on where to find appropriate and/or inexpensive suitable clothing. We can help.

How do you select the youth that participate in the program?

Youth are not placed on a first come first served basis. Once the youth have handed in their completed application, handed in all the required paper work with signatures in the appropriate places, had their interview and attended Orientation, demonstrated to the Counselors their desire to do a great job, and are determined to be the most suitable for working with at the various available jobs, they will be matched up with the worksites. This process is very difficult and the Counselors try to please both the worksite and the youth.

Completion of the application, attending the interview and Orientation do not indicate acceptance into the program. Funding dictates the age and the amount of youth we are able to hire. Typically we hire approximately 40 youth during the summer and during the rest of the year, we hire up to 5 or 6 youth. Unfortunately placement is not guaranteed.

How can I get more information?

- *Visit our Facebook page for more information at [Orleans Job Development](#)*
- *Email the Youth Employment Counselor at Cynthia.Lonnen@dfa.state.ny.com with questions or concerns*
- *Call Cindy at 589-2822 or Pam Chatt at 589-2823 between the hours of 9:00 am and 3:30 pm weekdays. If you call outside those times you may need to leave a message. Please speak slowly and clearly so that we may understand you. You need to spell out your name and leave your phone number more than once in your message. Be sure to include the information you are looking for. The Counselors will get back to you as soon as they are able.*

Please understand that unfortunately we are unable to hire all youth who apply and are eligible for employment, due to limited funding. If you miss your scheduled interview or Orientation, you may forfeit your opportunity to participate in the program at this time.

If you have not been contacted by July 1st you have not been selected but your application will be kept on file for consideration should additional opportunities arise.

Do you know the Top Ten Qualities That Employers Seek?

1. Communication Skills -both verbal and written information
2. Honest and Trustworthy
3. Teamwork -able to work as a Team member
4. Reliable/Dependable/Responsible
5. Motivated/Eager to learn
6. Positive attitude/Likeable/Humble
7. Problem Solving Skills -makes sound decisions, is creative and has good reasoning
8. Adaptable and shows flexibility to the ever changing worksite, customers, and people around
9. Computer Skills -understands and is able to use technology
10. Organizational Skills

Do something positive for your future

- Get involved with the Summer Youth Employment program. It is a great way to prepare for life after school. The skills you learn early on will help you develop professional talents you will need throughout your life.
- Gain new skills -Enhance your education skills, develop work readiness skills, prepare for employment success, and develop your skills as a leader
- Gain a sense of pride for your accomplishment
- Make new, good friends. Make connections for future jobs.
- Stay safe both in your daily life and on-line. If your gut instinct tells you not to do something - it is usually right
- Become a working part of the community and help make it a better place
- Volunteering is a great way to build experience that looks good on a resume. If the cause of giving alone wasn't enough, volunteering can help you develop new skills (like project management and fundraising), meet new networking contacts, adding general work experience, and demonstrate commitment to potential employers.