

RochesterWorks!

Summer Youth Employment Program

Youth Worker Request Form



Please complete this form and return to Rochester Works! **no later than 3/19/21**. All fields require information and a formal job description should also be submitted with the request form. RochesterWorks! is responsible for pre-screening and placing youth workers in locations of best fit. Please remember that we cannot guarantee to fill each opening and that summer placement is dependent on the number of requests received and best fit for both the youth intern and worksite.

Company Information

DBA: _____ FEIN: _____
 Address: _____ Business Hours: _____

 Type of Business: _____

Contact Information

Primary Contact: _____ Title: _____
 Phone: _____ Fax: _____ Preferred Contact: E-mail
 E-mail: _____ Phone

Please provide contact information for at least one other staff member who will assist with the program regularly or who can be reached if primary contact is out on leave, for vacation, etc.

Secondary Contact: _____ Title: _____
 Phone: _____ Fax: _____ Preferred Contact: E-mail
 E-mail: _____ Phone

Who will be in charge of weekly time submission for each intern: Primary Contact Secondary Contact

Worker Request

Can you provide at least 120 hours of work, 20 hours each, over 6 weeks, per intern? YES NO
 Can you accommodate each youth worker up to 40 hours per week? YES NO

Total Number of Youth Interns Requested:

Can you accommodate youth who are in summer school? YES NO

Youth Intern Job Title(s)	Intern Hour Range	# of Openings	Requires Age 18+
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

Will you provide a worksite mentor for each youth? YES NO

Will you train youth on specific job tasks if needed? YES NO

Can your organization hire a youth intern beyond the summer program, if appropriate? YES NO

Does your organization require any additional screening of youth interns, including but not limited to drug screening, background checks, medical screening, vaccination records, or fingerprinting? YES NO

If YES, please explain: _____

Costs related to additional screening methods WILL NOT be covered by Rochester Works! or expected of youth interns

Please provide detailed information <u>for each position</u> a youth intern may occupy. Please include any traits and skills a youth should possess that will contribute to their success in this position.

Additional Information: **Orientation dates/sessions will be held throughout June to allow youth to meet with worksite representatives, discuss schedules and expectations of the worksite, and receive payroll orientation.**
**Please indicate if your onboarding process will necessitate additional time due to additional requirements (e.g. medical paperwork, background clearance).*

Orientation dates for 2021 are pending. Once finalized you will be notified.

Both Company Representative and/or Supervisor are welcomed to attend. The youth interns will report to their respective worksites by July 5, 2021.

Completed Requests Should Be E-mailed, Faxed, or Mailed to:

Delia Smith
Youth Career Services Coordinator, Rochester Works!
100 College Avenue (Suite 200), Rochester, NY 14607
Phone: 585-258-3500 ext. 5232 Fax: 585-232-3727
dsmith@rochesterworks.org