

City of Rochester
Summer of Opportunity Program
Youth Intern Request Form - 2022



Please complete this form and return to Youth Employment Services (YES) no later than March 31, 2022. All fields require information. Please remember that summer intern placement is dependent on the number of requests received and best fit for both the intern and employer.

Company Information

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

 Type of Business: _____

Are you MWBE certified? Yes No

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

Intern Request

Can you provide at least 20 hours each week, for 6 weeks, per intern? 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
			<input type="checkbox"/> 14+
			<input type="checkbox"/> 16+
			<input type="checkbox"/> 18+
			<input type="checkbox"/> Any age

Please note that all youth interns are 14 – 20 years of age

Can your organization hire a youth intern beyond the summer internship, 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 Youth Employment Services or expected of youth interns

Please provide a formal job description and detailed information for each position 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:

Completed requests should be e-mailed to:

Contact:

Jamila Crossdale

Jamila.Crossdale@cityofrochester.gov

Youth Employment Services Hot Line (585) 428-6366

