

# RochesterWorks

## Youth Employment Programs

### Request Form



Please complete this form and return to Rochester Works. All fields require information, and a formal job description must be submitted with the request form. Rochester Works 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 intern placement is dependent on the number of requests received and the best fit for both the youth intern and worksite.

**Program of Interest:**

Summer Youth Employment Program  Roc Your Job In- School Employment Program  Both Programs

**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 oversee the weekly time submission for each intern:  Primary Contact  Secondary Contact

**Worker Request**

Can you provide 15 hours of work while school is in session, **and/or** 20 hours in the summer?  YES  NO  
 Can you accommodate a youth worker for up to 40 hours per week over the summer?  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

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

Will you train young people in 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? *\*Please indicate if your onboarding process will necessitate additional time due to additional requirements (e.g. medical paperwork, background clearance).*  YES  NO

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Formal job descriptions must be submitted for each position your business is interested in filling. It should include detailed information about the position the intern will occupy, job duties and any traits/skills a youth should possess that will contribute to their success in the position.**

**Additional Information:** Orientation sessions will be held to allow the intern to meet with worksite representatives, discuss schedules and expectations of the worksite, and receive payroll orientation.

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

***Delia Smith***  
**Youth Employment Programs Supervisor**  
**RochesterWorks**  
**100 College Avenue, Suite 200**  
**Rochester, NY 14607**  
**Phone: 585-258-3500 ext. 5232 Fax: 585-232-3727**  
**[dsmith@rochesterworks.org](mailto:dsmith@rochesterworks.org)**