

# Summer Youth Employment 2009

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ALL APPLICANTS MUST BRING THE COMPLETED APPLICATION TO ONE OF THE FOLLOWING EMPLOYMENT FAIR DATES LISTED BELOW

APPLICANTS MUST BE:  
14-24 YEARS OF AGE & ONONDAGA COUNTY RESIDENT

## Youth Employment Fair Dates

**Oncenter, 401 Montgomery Street**

April 16th, 2009  
9:00AM -12:00PM  
All ages

April 30th, 2009  
3:00PM - 6:00PM  
Ages 18-24

May 11th, 2009  
3:00PM - 6:00PM  
Ages 16-21

May 20th, 2009  
9:00AM - 1:00PM  
Ages 14-15

Each candidate must meet income guidelines in order to be eligible to participate in the Summer Program.

### Three step employment process:

- Step 1:** Complete application, bring application with you to your age appropriate Youth Employment Fair.
- Step 2:** Receive notification letter for possible summer employment  
(Subject to eligibility requirements)
- Step 3:** Attend eligibility and orientation seminar

**NO APPOINTMENT REQUIRED TO ATTEND YOUTH  
EMPLOYMENT FAIR DATES**

(315) 477-6909 [WWW.CNYWORKS.COM/YOUTH](http://WWW.CNYWORKS.COM/YOUTH)



## **Summer Employment 2009**

To better prepare for the CNY Works, Inc. Youth Employment Fair, follow these tips:

1. Have a GOOD Attitude
2. Dress for an Interview
3. Be prepared to answer these interview questions:

### **Mock Interview Questions**

What activities outside of school do you participate in?

What is your favorite subject in school? Why?

Who is a role model to you? Why?

Do you have responsibilities at home? If so, what are they?

Describe a time when you were in a leadership role.

What was the happiest day of your life?

What sort of work related skills do you have?

What are two words that describe you?

Why do you want to work this summer?

Are you currently working?

Have you ever had a job before? If yes, what? What aspects of working do you like?

If there was a conflict on the worksite, how would you handle the situation?

If you could have any job, what would it be?

What motivates you to do your best on the job?



## Summer Employment 2009

### Job Interview Tips

An interview gives you the opportunity to showcase your qualifications to an employer, so it pays to be well prepared.

The following information provides some helpful hints:

#### **Preparation:**

- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Be ready to briefly describe your experience, showing how it relates to the job.
- Be ready to answer broad questions who is a role model to you? Why? Do you have responsibilities at home? If so, what are they? What are two words that describe you?
- Practice an interview with a friend or relative.
- Go to this web link to see examples of good and bad interviews  
<http://www.youtube.com/watch?v=Gww2vrlhieU>

#### **Personal Appearance:**

- Be well groomed.
- Showered
- Hair brushed and clean (no hats or scarves)
- Teeth brushed
- Dress appropriately. We recommend:
  - Males- a clean and pressed button down shirt and tie, collared shirt, dress pants (khaki, black), and dress shoes.
  - Females- a clean pressed basic button down/ dress up shirt, skirts knee length or longer, dress pants, and dress shoes.
- Do not wear a lot of jewelry - it can be distracting to the interviewer
- Do not chew gum.

#### **The Interview:**

- Be early .
- Make sure your cell phone is turned off.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Bring two copies of your resume - one for the interviewer and one for yourself.
- Relax and answer each question confidently and concisely.
- Use proper English-avoid slang, and mumbling.
- Be positive, cooperative and enthusiastic.
- Use body language to show interest (use eye contact, don't slouch or cross arms)..



**CNY WORKS YOUTH SERVICES**

**Exploring Summer Opportunities for Youth  
April 7th 2009  
4:00pm or 5:15pm  
443 N. Franklin St**

There will be TWO 1 hour informational sessions held at the CNY Works office. Parents, guardians, and youth will have the opportunity to learn more about the Summer Employment Program and Guideline Requirements

**No Appointment Required!**



## Youth Summer Employment Application 2009

Please complete application and bring to your age appropriate Youth Summer Employment Fair dates during the times listed below at the Oncenter

<b>April 16th, 2009</b>	<b>April 30th, 2009</b>	<b>May 11th, 2009</b>	<b>May 20th, 2009</b>
<b>9:00AM-12:00PM</b>	<b>3:00PM-6:00PM</b>	<b>3:00PM-6:00PM</b>	<b>9:00AM-1:00PM</b>
<b>All ages</b>	<b>Ages 18-24</b>	<b>Ages 16-21</b>	<b>Ages 14-15</b>

### General Information

Date of Application		
First Name	Last Name	
Address		
City	State	Zip Code
Home Phone	Cell Phone	Age By 7/6/09 (If under 18)
E-mail Address		

How did you hear about us?

Advertisement	Friend/ Relative	Community
School	Youth Org	Other

### Educational Background

Name of School
Current Grade
School Attending in Fall
Planned Graduation Date
Do you have a high school diploma or GED?

### Name of Schools

Middle School
High School
College
Other Education

### Work/Volunteer Experience (including CNY Works summer employment)

Employer	Job Title	Start Date	End Date	Wage	Reason for Leaving

**PLEASE ANSWER THE QUESTIONS BELOW TO HELP DETERMINE EMPLOYMENT INTERESTS**

Are you currently working?	Yes Or No If yes where?
What job would you like for a career?	Skills or Educational Courses Taken
What areas of the City/ County are you able to get to easily?	Specify Section of the City, Town , Village
Do you have a Drivers License ?	Yes or No
Are you able to get to worksites off the bus line?	Yes or No
Are you able to perform all of the functions of the position you seek with or without accommodations?	Yes or No
Have you ever been convicted of a felony?	Yes or No If yes explain:

**EMPLOYMENT INTERESTS/ PROJECT AREAS**

Please rank your top 3 choices of employment interest areas by numbering 1-3 with 1 being your first choice.

Office Clerical		Computer/ Electronics		Life Skills	
Health Care/ Activities Aide		Day Care Center		Engineering	
Horticulture & Landscaping		Sales/Stock Clerk		Business/ Marketing/ Entrepreneurship	
Graphic Arts/Publishing		Food Service		Community Arts	
Carpentry/ Building Trades		Grounds Keeper/Laborer		Web Page Design/ Electronic Media	
Swimming Pool Aide		Science/ Environmental		Business & Office Systems	
Cleaning Maintenance		Recreation Aide		Carpentry/ Building Trades	
Auto Mechanics		Cosmetology		Other	

Signature of Applicant	Date
Signature of Parent or Guardian of Applicant (if under 18 years old)	Date

**Income Guidelines**

**Ages 14-20**  
**TANF Income Criteria**  
(Limited Funding Available)

<b>Family Size</b>	<b>Annual Income</b>
1	\$ 21,660
2	29,140
3	36,620
4	44,100
5	51,580
6	59,060
7	66,540
8	74,020

**Ages 14-24**  
**WIA Income Criteria**  
(Ages 21-24 Must meet these income guidelines)

<b>Family Size</b>	<b>Annual Income</b>
1	\$ 9,439
2	15,469
3	21,231
4	26,208
5	30,932
6	36,170
7	41,408
8	46, 164