

IT'S *NOT* POSSIBLE

CNY WORKS YOUTH SERVICES

A DIVISION OF



Summer 2012

Youth Employment Form

Age 16 - 21 Only

INSTRUCTIONS

All applicants must bring the completed forms to ONE of the interviewing dates and locations listed on the next page.



APPLICANTS MUST BE:

- 1) 16-21 years old
- 2) 16 by May 22, 2012
- 3) a resident of Onondaga County
- 4) able to meet income guidelines in section D of these forms

Employment Process

Step 1: Complete the attached Summer Youth Employment 2012 Forms
(if you are under 18 years of age, have a parent/guardian sign your forms)

**We do not require a resume, references or report card
but they are welcomed.**

Step 2: Bring the completed forms with you between 3:30 and 5:30pm on the
interviewing day you choose to attend
(See next page for interviewing dates and times. Need only to attend once)

At this time:

- Your forms will be collected
- The Youth will be interviewed

Step 4: Everyone will receive a notification letter by mail regarding your status
by **June 8, 2012.**

No appointment is required to attend

*See the next page for interviewing dates,
times and locations*



(315) 477-6909
WWW.CNYWORKS.COM/YOUTH

INTERVIEWING DATES AND TIMES

Hillside

101 East Ave, 13224

March 13, 2012

3:30-5:30pm

Huntington Family Center

405 Gifford Street, 13204

April 17, 2012

3:30-5:30pm

Liverpool Public Library

310 Tulip Street, Liverpool 13088

March 20, 2012

3:30-5:30pm

EOC

100 New Street, 13202

April 24, 2012

3:30-5:30pm

Syracuse Housing Authority

516 Burt Street, 13202

March 27, 2012

3:30-5:30pm

Assisi Center

800 North Salina Street, 13208

May 1, 2012

3:30-5:30pm

CNY Works

443 North Franklin Street, 13204

April 3, 2012

3:30-5:30pm

CNY Works

443 North Franklin Street, 13204

May 8, 2012

3:30-5:30pm

Southwest Community Center

401 South Ave, 13204

April 10, 2012

3:30-5:30pm

Mercy Works

1221 South Salina Street, 13202

May 15, 2012

3:30-5:30pm

OCM BOCES

Career Training Center

4500 Crown Rd, Liverpool 13090

May 22, 2012

3:30-5:30pm

Please have the Youth Summer Employment 2012 Forms completed and signed if under 18 years of age

Exploring Summer Opportunities for Youth

March 22, 2012 at 4:30pm



**CNY Works
Youth Services
Lower Level
443 N. Franklin St
Syracuse, NY 13204**

CNY Works will be holding an information session at our office located at 443 North Franklin Street (lower level). Parents/guardians and youth will have the opportunity to learn more about the Summer Employment Program and Guideline Requirements.

No Appointment Required!

Please Note: The Summer Forms will NOT be accepted at this time. This is an information session only.



Youth Summer Employment 2012 Form

You must give these forms to CNY Works staff ONLY on the selected interviewing date and time listed.

SECTION A: GENERAL INFORMATION

Date of Application:		Social Security Number:	
First Name:		Last Name:	MI:
Address:		Apartment #:	
City:	State:	Zip Code:	
Home Phone:	Cell Phone:	Date of Birth: <small>(must be 16 by May 22, 2012)</small>	Age:
E-mail Address:		Please Circle: Male or Female	
Ethnic Group (please circle): White, Black, Hispanic, Native American/Alaskan, Asian/Pacific Islander, other: _____			

Check if applicable:

<input type="checkbox"/> Individual with a disability OR <input type="checkbox"/> Student receiving resources OR <input type="checkbox"/> Special Education Services	<input type="checkbox"/> Foster Care OR <input type="checkbox"/> Group Home OR <input type="checkbox"/> Shelter Resident
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SECTION B: EDUCATIONAL BACKGROUND

Are you currently enrolled in school? YES or NO If yes, Where? _____ If no, do you have a GED or High School Diploma? (circle one)
Current Grade level:
School Attending in the Fall:
Planned Graduation Date:
Do you have a high school diploma or GED?

Name of Schools:

High School:
College:
Other Education:

SECTION C: WORK/VOLUNTEER EXPERIENCE

(including previous CNY Works Employment)

Employer	Job Title	Start Date	End Date	Wage	Reason for Leaving

SECTION D: FAMILY MEMBERS

List full legal names of persons living in your household who are related to the applicant by blood, marriage or adoption. Do not include Foster Children (other than the applicant).

First Name	Last Name	Relationship to applicant

Total Number in Family Household: _____

Household Income:

Please indicate the average annual income for your household. Include gross income, SSDI, Social Security Survivor, Social Security Old Age, Alimony, Workman's Compensation, Pensions, Disability, Self Employment. Estimated Total Household Income: _____

Do you or any family members (if you live with them) currently receive any of the following?

Public Assistance: _____ Yes _____ No

Food Stamps: _____ Yes _____ No

Income Guidelines

Your household income must fall under one of these categories

Family Size	Annual Income
1	\$ 10,890
2	16,274
3	22,330
4	27,565
5	32,532
6	38,043
7	43,554
8	49,065

Family Size	Annual Income
1	\$ 21,780
2	29,420
3	37,060
4	44,700
5	52,980
6	59,980
7	67,620
8	75,260

CNY Works, Inc. Summer Employment Program will only be offered to those between the ages of 16 to 21.

Applicants must be 16 by May 22, 2012 in order to be eligible for a summer position.

SECTION E: QUESTIONS

PLEASE ANSWER THE QUESTIONS BELOW TO HELP DETERMINE EMPLOYMENT INTERESTS

Do you currently have a job?	Yes or No If yes where? How many hours do you work a week?
Have you applied for any jobs within the last 6 months?	Yes or No If yes, where and the result?
What activities are you involved in? (sports, clubs, volunteer)	
Do you have a Drivers License ?	Yes or No
Are you able to perform all of the functions of the position you seek without accommodations?	Yes or No If no, please explain:
Do you have any allergies? (Such as: Penicillin, Dust, Pollen, Bee Stings, Etc.)	Yes or No If yes, please list:
Are you (the applicant) a single parent?	Yes or No
Have you ever been convicted of a felony or misdemeanor?	Yes or No If yes explain:
How will you get to work everyday?	
Have you ever worked for CNY Works before? If yes, where?	

SECTION F: Check 3 areas that you can get to the easiest

- | | |
|-----------------|---------------------------|
| _____ Northside | _____ Syracuse University |
| _____ Eastwood | _____ Eastside |
| _____ Downtown | _____ Valley |
| _____ Westside | _____ Baldwinsville |
| _____ Southside | _____ Liverpool |
| _____ Tully | _____ Other: _____ |

SECTION G: Authorization for the release of information:

I hereby authorize CNY Works to request, obtain, and verify information for the purpose of determining program eligibility employability assessment and program follow-up from the following sources: Medical, Vocational, Educational, Employment NY State Dept. of Labor Unemployment Insurance, Onondaga County Department of Social Services, and other agencies.

Certification: My signature below indicates that I have been informed of and understand the eligibility information provided on the family income form, and certify that it is true and correct and subject to verification. I understand that falsification is grounds for termination and may result in action to recover any monies paid to me while participating in the program.

Signature of Applicant:	Date:
<u>Signature of Parent or Guardian of Applicant (if under 18 years of age):</u>	Date:

IF YOU ARE UNDER 18 YEARS OF AGE AND DO NOT HAVE A PARENT/GUARDIAN SIGN YOUR FORM, SECTION G, YOU MAY LOSE YOUR CHANCE AT RECEIVING A SUMMER JOB

SECTION H: EMPLOYMENT INTERESTS/ PROJECT AREAS

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

- | | |
|------------------------------|-------------------------------|
| ___ Receptionist | ___ Cashier |
| ___ Art Works/Drawing/Design | ___ Data Entry/ Computer |
| ___ Theatre/Performing Art | ___ Office Assistant |
| ___ Dishwasher | ___ Library Assistant |
| ___ Food Service | ___ Retail Store Assistant |
| ___ Carpentry | ___ Elderly Service Assistant |
| ___ Custodial Assistant | ___ Housekeeping |
| ___ Child Care Worker | ___ Grounds/Maintenance |
| ___ Recreation Aide | ___ Pool Aide/Monitor |
| ___ Park Maintenance | ___ Other: _____ |

If I had my choice, I would like to work at (name 3 locations):

1. _____
2. _____
3. _____

Other Youth Programs and Services offered at CNY Works
that I maybe interested in:

DATE: _____

NAME: _____

STREET ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE NUMBER: _____

PLEASE CHECK ONE:

IN HIGH SCHOOL

IN GED PROGRAM

IN COLLEGE

NOT IN SCHOOL

Check Programs that you would be interested in:

Career Path to Success:

Take two college courses, in Human Adjustment and Career Exploration, at Onondaga Community College, and earn up to six credits and \$400 when completing the classes.

Take GED Classes:

Connect you to GED Classes that are being offered in the community

Driving classes:

I need assistance to get my permit, or drivers license

Tuition Assistance:

Get up to \$5000 towards college training courses, or classes in the trades. We can also help pay for books and supplies.