



## **Business and Organization Enrollment for Work Experience**

Work experiences help to build work readiness, as well as networking, employment, and occupational skills. These planned, structured learning experiences at work sites cannot happen without partnerships with businesses. CNY Works is seeking businesses and organizations that are interested in becoming work sites for eligible participants. CNY Works will be responsible for payment of wages at no less than New York State minimum wage.

Work Experiences are not intended for long-term skill building within an occupation, but rather as an entry step for participants to explore career interests, learn and develop work readiness skills, and gain work history and references. Work Experiences are for a limited period of time.

Work Experiences can be:

- Work based learning limited to summer months - Summer Youth Employment Program (SYEP)
- Work based learning that is not seasonal - ( Year Round, Multiple Programs)

### **Participating Businesses and Organizations must:**

- Be located in Syracuse and/or Onondaga County
- Agree to provide a minimum of six (6) weeks of work experience up to a maximum of 26 weeks of work experience
- Complete a Work Site Application and submit job descriptions for all positions
- Receive an initial visit by a CNY Works representative to ensure safe working conditions and completion of a Work Site profile
- Sign a Work Site agreement as prepared by CNY Works
- Agree to all terms of the executed Work Site agreement
- Acknowledge receipt and understanding of the Supervisor handbook and all applicable policies
- Provide an initial orientation to participants entering the Work Site
- Provide daily supervision, mentoring, and job specific training to participants placed at the Work Site
- Provide a safe and secure Work Site and inform participants of safety procedures and protocols
- Deliver continuous feedback to participants and to a CNY Works representative
- Agree to allow CNY Works to follow-up at the Work Site on a weekly basis, or as needed
- Address concerns at the Work Site
- Participate in Work Site monitoring for quality assurance reviews and provide corrective action as necessary
- Maintain compliance with all applicable federal and New York State labor laws including those related to the employment of minors



## WORK SITE APPLICATION

Business/Organization Name: \_\_\_\_\_  
Business/Organization Contact: \_\_\_\_\_  
Contact Direct Phone Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Business/Organization Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Section 501(c)(3) Business/Organization: Yes \_\_\_\_\_ No \_\_\_\_\_

### SUPERVISION

Please list the names of staff responsible for supervising work experience participants. Those supervising work experience participants must be physically present for the entire time the participants are on site.

Work Site Supervisor: \_\_\_\_\_  
Alternate Work Site Supervisor: \_\_\_\_\_  
Work Site Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Work Site Supervisor Phone Number: \_\_\_\_\_  
Work Site Supervisor Email: \_\_\_\_\_  
Alternate Work Site Supervisor Phone Number: \_\_\_\_\_  
Alternate Work Site Supervisor Email: \_\_\_\_\_  
Work Site On Bus Line: Yes \_\_\_\_\_ No \_\_\_\_\_

**JOB TITLES**

Please provide in the space below the job titles and the number of work experience participants you can host in each. Attach a detailed job description for each unique position a work experience participant may be assigned.

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Drug Screen Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Background Check Required: Yes \_\_\_\_\_ No \_\_\_\_\_

**WORK EXPERIENCE PARTICIPANT WORK SCHEDULE**

- ❖ Work Experience Participants can work a maximum of:
  - ❖ Eight (8) hours daily, never to exceed 29.5 hours/week (Year-Round Participants Only)
  - ❖ Six (6) hours daily, never to exceed 25 hours/week (Summer Youth Employment Program Only)
- ❖ Work Experience Participants who work more than six (6) consecutive hours MUST take a minimum 30-minute unpaid meal break
- ❖ Work Site Supervisor must acknowledge receipt and understanding of Supervisors Handbook

What is your desired work schedule for work experience participants? Please circle desired workdays

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

Please Indicate Work Hours: \_\_\_\_\_

Signature of Individual Completing Application: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed Work Site Applications may be returned to:**

1. CNY Works, 960 James St, Syracuse, NY 13203 (postal service)
2. [youthsvcs@cnyworks.com](mailto:youthsvcs@cnyworks.com) (email)

Thank you for your willingness to become a Work Site for this program