

Newtown Youth and Family Services
Job Bank Youth Participation Procedures

Job Bank Participants: please initial each statement below to indicate that you have read and understand. If you have questions, please ask the job bank coordinator for clarification prior to completion.

Initial

- _____ 1. Applicants are eligible for participation in the job bank as of their 13th birthday and age out of eligibility as of their 18^h birthday.
- _____ 2. An official job bank application must be completed in its entirety - **including references.**
- _____ 3. References will be verified before an applicant is interviewed.
- _____ 4. A ½ hour interview will be scheduled with a job bank coordinator to discuss an applicant's interest, availability and participation in the job bank.
- _____ 5. The applicant—not the parent and/or guardian—must set up the job bank interview. Interviewing skills are an essential part of the job bank process. If you are not confident in your interview skills, please call the NYFS office to enroll in an interview skills workshop.
- _____ 6. Once accepted into the job bank you will be **emailed** jobs which match your interests and location. **(DO NOT CALL TO FIND JOB AVAILABILITY)**
- _____ 7. Do not feel obligated to take the job if you have prior commitments. There is no penalty if you don't want the job. It is better to decline the position rather than commit yourself to the job and not show up for work.
- _____ 8. If you accept the job, a job bank coordinator will contact you with the patron's name and phone number. It is your responsibility to contact the patron to follow up on the position. The coordinator will also give you the appropriate times to call (example: after school and until 9PM).
- _____ 9. Remember that it is important to follow through on all of the jobs you commit yourself to. As a member of the job bank you are not only representing yourself, but also Newtown Youth and Family Services as a whole. The cooperation of all its participants is important in maintaining a good reputation.
- _____ 10. As a part of the job bank membership process, we try to prepare youths for real life experiences. Filling out this application and attending an interview are two important parts of this experience. To learn the skills necessary for these processes, it is important that the youth fills out this application. Although help from an adult is encouraged, please be sure to answer all of the questions yourself.

The job bank coordinator will provide you with a copy of these procedures for your files.

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Newtown Youth and Family Services
Job Bank for Youth Application

Please PRINT clearly. This application is to be completed by the applicant.

| Last Name | First Name | Age | Gender |
|-----------|------------|-----------------|--------|
| | | | |
| Address | | City, State Zip | |
| | | | |

| Home Phone | Cell Phone | Email | Grade | Date of Birth |
|------------|------------|-------|-------|---------------|
| | | | | |

References (it is mandatory to provide two references)

| Reference Name | Phone | Street Address | City, State Zip |
|----------------|-------|----------------|-----------------|
| | | | |
| | | | |

Please indicate the jobs you are interested in doing by checking the boxes below: (Check all that apply)

| | | |
|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Babysitting | <input type="checkbox"/> Yard work | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Animal Care | <input type="checkbox"/> Snow Shoveling |
| <input type="checkbox"/> Odd jobs | <input type="checkbox"/> Housework | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Computers | |

WORK EXPERIENCE

| Employer | Phone | What did you do? | For how long? |
|----------|-------|------------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Why do you feel you would be a good addition to the Job Bank program?

| Have you completed a babysitting course? | Have you completed First Aid Training? | Do you drive? | Do you have access to a car? |
|--|--|--|--|
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I authorize Newtown Youth and Family Services to verify the above references. In addition, I certify that the answers given herein are true and complete to the best of my knowledge.

| | |
|-----------|------|
| | |
| Signature | Date |

Newtown Youth and Family Services
Job Bank Permission Slip

To be completed by parent and/or guardian, please initial each statement

Initial

- _____ I give permission for my son/daughter to participate in the Job Bank Program of *Newtown Youth and Family Services*.
- _____ I understand that *Newtown Youth and Family Services* has no liability after the match is made.
- _____ I understand that my son/daughter will have the responsibility to contact the patron if it is a mutual match.
- _____ I realize that NYFS is providing referrals and is not liable for accident or injury that occurs on the job.
- _____ I understand that NYFS does not screen employers and the final decision regarding my child's employment rests with me.
- _____ I understand that I can contact NYFS to verify an employer's use of the job bank.
- _____ I further understand that the employer has full responsibility for payment and conditions of employment.

| Last Name | First Name | Home Phone | Cell Phone |
|---|------------|-----------------|------------|
| | | | |
| Address | | City, State Zip | |
| | | | |
| I give permission to my son/daughter to participate in the job bank at Newtown Youth and Family Services. | | | |
| | | | |
| Signature | | Date | |