

# City of Goldsboro

## 2017 Summer Youth Employment Initiative

### Application

**Instructions:** Please complete the following application and review the items below prior to completion. Additional FAQs may be found on the City of Goldsboro's website.

**SALARY:** Varies depending on job placement

**APPLICATION OPENING DATE:** April 6, 2017

**APPLICATION CLOSING DATE:** May 1, 2017

**JOB DESCRIPTION:** The City of Goldsboro Summer Youth Employment Initiative will offer at least 50 jobs this summer. There are various office, light labor and recreation support positions available. Teens will work approximately 20 or more hours per week depending on placement. They will also participate in weekly learning excursions.

**DUTIES AND RESPONSIBILITIES:** Duties may include office work, light labor, and recreation assistance. Some assignments may take place outdoors.

#### Eligibility Requirements

**To be eligible for employment, you must:**

- Be age 14-18;
- Live within the Goldsboro city limits;
- Be available to work during the summer;
- Attend program orientation on April 25, 2017 in the Moffatt Auditorium, Wayne Learning Center at Wayne Community College from 6:00PM-8:00PM. The address is 3000 Wayne Memorial Drive, Goldsboro, NC 27534.
- Be the only one in your household participating in this program.
- Other eligibility requirements may be required based on final job placement

#### Necessary Documentation

- Federal or state issued identification
- Social Security card
- Birth Certificate
- Work permit

SPONSORED BY:



# 2017 Summer Youth Employment Initiative Application

## General Information

### Contact Information

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Date of Birth (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_
6. Driver's License Number (if applicable): \_\_\_\_\_
7. Are you currently in school: ☐Yes ☐No
8. High School Attending (if none, put N/A): \_\_\_\_\_
9. Most Recent Grade Completed: \_\_\_\_\_
10. Name of Parent(s)/Guardian(s) with whom you live:  
\_\_\_\_\_
11. Parent(s)/Guardian(s) Primary Phone: \_\_\_\_\_
12. P Parent(s)/Guardian(s) Work Phone: \_\_\_\_\_
13. Relationship to person listed as Parent/Guardian: \_\_\_\_\_
14. Parent/Guardian Email Address: \_\_\_\_\_

### Preferences

15. Track preferred: ☐ Track #1 (May 29<sup>th</sup>- July 7<sup>th</sup>)  
☐ Track #2 (July 10<sup>th</sup>- August 18<sup>th</sup>)  
☐ Either

## Supplemental Questions

16. What are your career plans?

17. What skills do you have? (Select all that apply.)

- ☐ Microsoft Word
- ☐ Microsoft Outlook
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Microsoft Access
- ☐ Data Entry
- ☐ Copier
- ☐ Fax
- ☐ IT/Networking Skills
- ☐ Other Computer Skills
- ☐ Customer Service Skills
- ☐ Media
- ☐ Painting
- ☐ Landscaping
- ☐ Street Cleaning
- ☐ Grounds Keeping
- ☐ Other Labor Skills
- ☐ None
- ☐ Other: \_\_\_\_\_

18. List any Awards, Certifications, or Honors that you have received.

19. List any clubs, hobbies, sports teams, or interests.

20. To help us find a suitable placement for you, we need to know how you will be getting to and from your assignment. (Please select all that apply).

- ☐ I will drive.
- ☐ A family member will drive me.
- ☐ Public transportation (GATEWAY)
- ☐ Walk or Bike
- ☐ Other

21. Please list any current or past paid or unpaid employment in the boxes below **(Please feel free to provide one additional sheet to show more employment information).**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Hours worked per week: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates: (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ to (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Please list at least two persons who are not related to you and have knowledge of your qualifications and fitness for the job in the box on the next page. (For example: teacher, coach,& mentor to name a few)

Name: _____
Address: _____
Phone: _____
Email: _____
Name: _____
Address: _____
Phone: _____
Email: _____

Reasonable Accommodations: Duties may include office work, light labor and recreation assistance. Some assignments take place outdoors, and some involve activities such as landscaping, cleanup, athletic field preparation, painting and maintenance. The City of Goldsboro will consider reasonable accommodation if you have allergies, impairments, or other conditions that could affect your job performance. If offered a position, you will be asked about any allergies, impairments, or other conditions that could affect your assignments.

Statement of Completion: I confirm by my signature below, or by pressing the online submission button that the information included in this application is true and correct to the best of my knowledge. I understand that purposefully providing misleading information is grounds for immediate termination or denial of a youth employment opportunity.

_____	_____
Signature of Applicant	Date

**For Official Use Only: (Please do not write below this area)**

Date Application Received: ____/____/____	Application Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Notification Date: ____/____/____	Form of Notification: _____
Staff Signature: _____	
Job Placement: _____	Designated Track: <input type="checkbox"/> Track 1 <input type="checkbox"/> Track 2
Funding Sponsor: <input type="checkbox"/> WCC <input type="checkbox"/> HACG <input type="checkbox"/> City of Goldsboro <input type="checkbox"/> Other: _____	