

# City of Goldsboro

## 2019 Summer Youth Employment Initiative Application

**Instructions:** Please read the information below prior to completing the application. Additional information or a copy of the application can be found on the City of Goldsboro's Community Relations Department webpage.

**SALARY:** Varies depending on job placement

**APPLICATION OPENING DATE:** February 18, 2019

**APPLICATION CLOSING DATE:** March 18, 2019

Please contact Shycole Simpson-Carter, Community Relations Director at (919) 580-4359 or [ssimpson@goldsboronc.gov](mailto:ssimpson@goldsboronc.gov) for more information on the program and process.

**JOB DESCRIPTION:** The City of Goldsboro Summer Youth Employment Initiative will offer a minimum of 57 jobs this summer. There are various office, light labor and recreation support positions available. Participants will work approximately 20 or more hours per week depending on placement. They will also participate in weekly trainings.

**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:

- Age 14-18 currently enrolled in-school youth; generally, one participate within a household for this program.
- Age 16-24 high school dropouts; will receive additional consideration and requirements for potential employed through Wayne Community College's Workforce Innovation and Opportunity Act (WIOA) program.
- Live within the Goldsboro city limits.
- Be available to work six weeks between (June 17, 2019 to August 16, 2019).
- Attend the scheduled mandatory orientation on **March 19, 2019** 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. **Must stay the entire time.**
- Provide proof of all income in the household. Low-income youth may be given first priority for placement.

### Necessary Documentation

- Verification of all income in the household such as:
  - ✓ A copy of the first two pages of your 2017 or 2018 Federal Tax form; or
  - ✓ Three months of paystubs; or
  - ✓ Award Letters 2019 or Statements for 2018 if your receive SSI or SS public assistance.
- A copy of your photo identification or birth certificate.



# 2019 Summer Youth Employment Initiative Application

## General Information

Youth Applicant Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

Address:			
	<i>Full Street Address</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Youth Applicant Contact Information:		
	<i>Home Phone</i>	<i>Cell Phone</i>
	<i>Youth Applicant's Direct Email</i>	

	/ /	<i>If selected for employment, please be prepare to supply during pre-hire.</i>	
<i>Age</i>	<i>Date of Birth</i>	<i>Social Security No.</i>	<i>Driver License Number</i>

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Are you in School</i>	<i>If you are not in School, are you a High School dropout</i>	<i>Middle or High School Attending (if none, put N/A)</i>	<i>Most Recent Grade Completed</i>

Parent/Guardian Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

<i>Parent/Guardian Direct Email</i>	<i>Parent/Guardian Home Phone</i>	<i>Parent/Guardian Cell Phone</i>

Parent/Guardian Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

<i>Parent/Guardian Direct Email</i>	<i>Parent/Guardian Home Phone</i>	<i>Parent/Guardian Cell Phone</i>

Address:			
	<i>Full Street Address</i>		

<i>City</i>	<i>State</i>	<i>Zip Code</i>

## Supplemental Questions

1. What are your career plans?

2. Why do you want to participate in the Summer Youth Employment Initiative Program this summer?

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

Microsoft Word     Microsoft Outlook     Microsoft Excel     Data Entry

Microsoft PowerPoint     Microsoft Access     Copier     Fax     Media

IT/Networking Skills     Other Computer Skills     Customer Service Skills

Painting     Landscaping     Street Cleaning     Grounds Keeping

Other Labor Skills     Cleaning     Social Media     Other(s): \_\_\_\_\_

4. Potential Employer Information

Please let us know your top 3 choices for placement in the Summer Youth Employment Program.

	Choice 1	Choice 2	Choice 3
Retail			
Parks & Rec. - Summer camp			
Childcare			
Food service			
General government			
Medical			
Clerical			
Maintenance			
Other/please list			

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

6. 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 \_\_\_\_\_
7. Track preferred:  Track #1 (June 17<sup>th</sup>- July 26<sup>st</sup>)  
 Track #2 (July 8<sup>th</sup>- August 18<sup>th</sup>)  
 Either
8. Have you participated in the City of Goldsboro Summer Youth Employment Initiative Program before:  Yes     No **If yes**, please provide the dates: \_\_\_\_\_
9. 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: _____ _____ _____

10. 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 and Sponsoring Partners 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. The City of Goldsboro and Sponsoring Partners are equal opportunity employers.

Statement of Completion & Permission: I/we 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/we understand that purposefully providing misleading information is grounds for immediate termination or denial of a youth employment opportunity. I/we certify that as the parent or legal guardian, my child (with my assistance) has completed this application in its entirety and has my permission to participate in the City of Goldsboro's Summer Youth Employment Initiative program inclusive of: (Note: If you are the age of 18 or older, you may check and sign each permission for yourself.)

Yes No I/we give permission for my child to go on field trips. I/we release the City of Goldsboro and sponsoring partners of the program from liability in case of accident during activities related to any City of Goldsboro's Summer Youth Employment Initiative program that I/my child participates in.

Yes No I/we give permission to the City of Goldsboro Summer Youth Employment Initiative program to seek medical services for me/my child in case of an accident or medical emergency.

Yes No I/we give permission to the City of Goldsboro Summer Youth Employment Initiative Program to photograph or video me/my child and use my/his/her image in publications/media outlets to promote the City of Goldsboro Summer Youth Employment Initiative program.

Yes No I/we give permission for my child to use the internet while participating in City of Goldsboro Summer Youth Employment Initiative programs and activities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s) if applicant under age 18

\_\_\_\_\_  
Date

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

Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Application Completed:  Yes  No  
Applicant's Notification Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Designated Track:  Track 1  Track 2  
Staff Signature: \_\_\_\_\_ Job Placement: \_\_\_\_\_  
Funding Sponsor:  WCC  HACG  City of Goldsboro  Other: \_\_\_\_\_