



**City of Meriden**  
**2017 Youth Employment**  
**Work Site Application**



Completed applications must be emailed, faxed, mailed, or delivered by  
**Friday, May 19, 2017**

Email: [apinto@meridenct.gov](mailto:apinto@meridenct.gov) Fax: (203) 639-0039  
Department of Health and Human Services, 165 Miller Street Meriden, CT 06450

If you have any questions please call 203-630-4225.

Name of Organization: \_\_\_\_\_

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

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

Name of Director/Manager: \_\_\_\_\_

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

Website: \_\_\_\_\_

Number of youth requested: \_\_\_\_\_ Age:  14-15  16+

Youth Worksite Location (if different from above): \_\_\_\_\_

\_\_\_\_\_

Are you a:  New worksite  Returning worksite

Would you like youth workers:  Summer only (July – August)  Year Round  
 School year only (September – June)

Is your organization able to accommodate youth with disabilities?  Yes  No  
If yes, are there any restrictions? \_\_\_\_\_

**1. Organization/Business/Agency Description**

Please attach a brochure or information about your agency to this application.

**2. REQUIRED - Youth Job Description**

Please attach a job description(s) for each youth position you will offer at your agency. Include the job title, duties, responsibilities, desired skills, and skills that will be taught. We will try to match youth with career interests to your location. This job description will be shared with the youth and their family, and is **REQUIRED** as part of being a youth employment worksite. The City Human Resources Department is also requiring this be submitted for all worksites in 2017.

**3. Please indicate if this worksite will expose participants to one of the following career choices (check the box):**

<input type="checkbox"/>	Architecture	<input type="checkbox"/>	Hospitality/Travel
<input type="checkbox"/>	Arts	<input type="checkbox"/>	Library Sciences
<input type="checkbox"/>	Auto Mechanics	<input type="checkbox"/>	Office Technology
<input type="checkbox"/>	Business/Finance	<input type="checkbox"/>	Recreation and sports
<input type="checkbox"/>	Childcare	<input type="checkbox"/>	Retail
<input type="checkbox"/>	Culinary Arts/Food Service	<input type="checkbox"/>	Science/Research
<input type="checkbox"/>	Custodial	<input type="checkbox"/>	Social/Community Services
<input type="checkbox"/>	Government/Public Service	<input type="checkbox"/>	Other:

**4. Youth Schedule**

Youth are able to work up to 20 hours per week over the summer, Monday through Friday. School and year round hours may be more limited.

<b>Week Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**5. Worksite Supervisor(s)**

Please list all employees that would be responsible for directly supervising the youth. This person(s) would be responsible for ensuring that child labor laws and workers compensation rules will be followed, as well as signing and sending youth timesheets to Youth Services via email per a schedule that will be given to the worksite.

Employee Name and Title	Phone/Cell Phone	Email

**6. Mandatory Youth Worksite Orientation**

It is required that a representative from your organization that will be directly supervising youth attend a mandatory youth worksite orientation, even if you have been a worksite in the past.

This orientation will review the policies and procedures of the youth employment program, including but not limited to the employment process, child labor laws, workplace emergencies, and the youth evaluation process. You will also meet the youth employment staff and be able to ask questions/network with other employment sites. A worksite handbook will be given to you at the orientation.

The orientation will take place at 165 Miller Street, Meriden. We will contact you closer to the date via information on this application to confirm your attendance. Breakfast and coffee will be served! If this date ultimately does not work for you, please call 203-630-4225.

<b>8:30am-10:30am</b>
Wednesday, June 14, 2017

**7. Special Requirements**

Does the position(s) you are offering have any special requirements?

No

Yes (check below)

Specific Age: \_\_\_\_\_

TB test required

Serve Safe Certification

Fingerprinting

Physical

Other: \_\_\_\_\_

**8. Youth First Day of Work (tentative July 5, 2017)**

(We will confirm this information at the orientation)

Location: \_\_\_\_\_

Contact name and phone number to give youth for the first day: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Title

Thank you! Staff will contact you upon receipt of this application.