

PUENTE SUMMER YOUTH PROGRAM 2012

Puente is seeking young people, ages 14-21 to participate in the Youth Summer Program 2012 from June 14-August 21, 2012.

The Summer Youth Employment Program strives to:

- Emphasize real-world work expectations and experiences for youth
- Increase awareness of services offered by local community based organizations.
- Provide opportunities for career instruction, financial literacy training, academic improvement, leadership development and social growth.

Positions available:

- Job assignments determined by ages, skills, experience and interview performance.
- Past Placements:
YMCA Junior Counselors, Summer School Aids, Office Assistants, Childcare Aids, Kick-Off to Kinder Aids, Farmer's Market Staff.

General Requirements *(Determined by County of San Mateo and Puente)*

- Live in Pescadero, La Honda, Loma Mar or San Gregorio
- If enrolled in school, currently attend or plan to attend Pescadero High School or have a full course load at a college/university.
- Between 14 and 21 years old (turn 14 years old by June 14, 2012)
- If you are 18 and over, you will be required to get fingerprinted and register for Selective Service.
- Permission to work in the U.S.
- Income verification and other requirements (Puente will assist you to determine your eligibility)
- Prior community service at Puente (at least 8hrs) completed by May 31, 2012

How to apply?

Request a youth employment application and return the completed FORM to PUENTE, ALONG WITH A COVER LETTER AND YOUR ESSAY, by 04/09/2012.

You can request your application starting on March 16, 2012 by:

- Mail at PO BOX 554, Pescadero CA, 94060
- Phone at (650) 879-1691 ext. 141 with Alejandra Ortega
- E-mail to aortega@mypuente.org
- Download application from Puente's website www.mypuente.org
- Pick it up at 620 North Street, Pescadero CA, 94060
- Pick it up at the front desk of Pescadero High School
- Pick up at Puente La Honda Office



Deadline to apply: April 9, 2012

Updated 3/21/12



FOR USE OF STAFF ONLY

DATE RECEIVED: _____

INTERVIEW DATE: _____

YOUTH LEADERSHIP PROGRAM 2012

New Applicants

GENERAL INFORMATION

First name: <input type="text"/>	Middle name: <input type="text"/>	Last name: <input type="text"/>	
Street Address: <input type="text"/>		Mailing Address: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>	Social Security Number: <input type="text"/>
Home Number: <input type="text"/>		E-mail: <input type="text"/>	
Work Number: <input type="text"/>		Date of birth: <input type="text"/>	
Cell Number: <input type="text"/>			

How did you first hear about the open position? <input type="text"/>	
Do you have a California Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's License #: <input type="text"/>	
Do you plan to attend summer school if it is offered by your High School or college? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CURRENT SCHOOL (if any)

School	Name and Address	Grade Completed by June 12, 2012	Degree Received	Subjects/ Major (If Applicable)
High School	<input type="text"/>	<input type="checkbox"/> 8 th Grade <input type="checkbox"/> 9 th Grade <input type="checkbox"/> 10 th Grade <input type="checkbox"/> 11 th Grade <input type="checkbox"/> 12 th Grade	<input type="checkbox"/> High School Diploma <input type="checkbox"/> Still Attending <input type="checkbox"/> Will graduate in: _____	
College or University	<input type="text"/>	<input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th Year	<input type="checkbox"/> Still Attending <input type="checkbox"/> Will graduate in: _____	

Other (Training Classes)				
--------------------------------	--	--	--	--

English Comprehension: Native Speaker Excellent Good Fair Poor

English Speaking Ability: Native Speaker Excellent Good Fair Poor

English Writing Ability: Excellent Good Fair Poor

Spanish Comprehension: Native Speaker Excellent Good Fair Poor

Spanish Speaking Ability: Native Speaker Excellent Good Fair Poor

Spanish Writing Ability: Excellent Good Fair Poor

Do you speak other languages? Please describe:

WORK / VOLUNTEER EXPERIENCE

Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

WORK / VOLUNTEER EXPERIENCE

Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

WORK / VOLUNTEER EXPERIENCE

Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

PERSONAL REFERENCES (Please do not include family members, friends or classmates)

Name	Relationship to you	Address	Phone Number	E-mail address
1.				
2.				
3.				

List other activities, certificates and awards (Please list any clubs, sports, school activities, etc.):

FUTURE PLANS

Please list the top three careers you are interested in pursuing.

Please list the top five schools you are thinking about attending after you graduate from high school.

HOUSEHOLD INFORMATION:

How many people, including you, are in your household?

Please include all members of your household below:

Relationship to You	Name of Person
Self	

AVAILABILITY TO WORK (Check all those times you could work)

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-6 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm-9pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other important dates that you won't be able to work during the summer or any other circumstances that you want to let us know about. (ex: Summer School, Vacations)

Circumstance	Dates (mm/dd/yyyy)	
	From	To

ESSAY

First time applicants: Please attach a one page typed essay explaining why you would like to be part of the Summer Youth Program at Puente, what you hope to learn this summer and what are your plans for future education & work.

I declare that all the information stated in this application and attachments is true and correct to the best of my knowledge.

Applicant's Signature: Date:

If under 18 years old

Parent Signature: Date:

Once accepted to work at Puente the applicant will be required to:

- If applicant is over 18 years old, he/she must get fingerprinted. Puente will cover the costs.
- Applicant must read and sign several forms: Consent of Release of Academic Records, Consent of release of Information, Receipt of Notice of Information, Photo Release form, and Confidentiality Agreement, and Job Offer/Contract.
- Parents of applicants must attend three mandatory workshops.

****Please deliver your application by 04/09/2012****

- In person to Puente de la Costa Sur at 620 North Street
- By mail to P.O. Box 554, Pescadero, CA 94060
- By e-mail to aortega@mypuente.org

Updated: 03/15/2012

ATTACHMENT A

New Applicants

Proof of Identity: Must provide only ONE of the following

- California ID or Driver License
- Passport
- Birth Certificate and School ID

Proof of Residency: Must provide only ONE of the following

- California ID or driver license
- Utility Bill (PG & E, Telephone, Water Dept., etc.)
- Bank Statement
- Rent Receipt / Mortgage statement
- Public assistance or SSA Award letter

Proof of household income: Must provide only ONE of the following per each parent

- Check stubs
- UIB award letter or UIB check stubs
- Letter (on employer letterhead) of layoff or termination
- Proof of Public Assistance (CalWORKs, Food Stamps, medical, CalWIN printout)
- Self reported income with signed affidavit (H.S.A. form C-163)

Right to work. Must provide a Social Security card and ONE of the following

- Birth certificates
- US Passport
- Permanent Resident Card or alien registration receipt card (form I-551)
- ID card for use of resident citizen in the United States
- Unexpired employment authorization document (form-I766)
- Native American tribal document

Academic Record

- Transcripts

Proof Of Selective Service Enrollment

- If over 18 years old, you must enroll in selective service (Please provide us with a copy)