



## PUENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM SUMMER 2014

Puente is seeking young people to participate in its Summer Program 2014 from June 9-August 19, 2014.

The Puente Leadership Development and Employment Program strives to provide real-world work experience and vocational training for youth ages 14-21 through internships with partners on the South Coast and nearby cities.

### **Positions available:**

- Internships with local businesses and nonprofits
- Internships at Puente

### **General Requirements** *(determined by County of San Mateo and Puente):*

- Live in Pescadero, La Honda, Loma Mar or San Gregorio
- Between 14 and 21 years old (must turn 14 years old by June 9, 2014)
- If you are 18 and over, you will be required to be fingerprinted and register for Selective Service.
- Eligible to work in the U.S.
- Income verification and other requirements (Puente will assist you to determine your eligibility)

### **You can request your application by:**

- Mail at P.O. Box 554, Pescadero, CA 94060
- Phone at (650)879-1691 ext. 141 with Alejandra Ortega
- E-mail at [aortega@mypuente.org](mailto:aortega@mypuente.org)
- Download application from Puente's website [www.mypuente.org](http://www.mypuente.org)
- Pick-up at 620 North Street, Pescadero, CA 94060; at the front desk at Pescadero High School; or at Puente's La Honda Office

### **How to apply?**

Return completed application to PUENTE, along with other documentation requested.

**Failure to submit required documentation as instructed will make you ineligible to participate in the program.**

**Deadline to apply is Friday, April 25, 2014 by 6pm**



**FOR USE OF STAFF ONLY**

DATE RECEIVED: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**PUENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM  
Summer 2014  
Application**

First name:		Middle:	Last name/s:
Street Address:			Mailing Address:
City:	State: California	Zip Code:	E-mail:
Home #:			Social Security Number:
Cell Phone #:			Birth Date(mm/dd/yyyy):

Is this your first time applying for the Summer Youth Program?  Yes  No  
 If yes, how did you hear about this program? \_\_\_\_\_

Do you have a California Drivers License?  Yes  No

Driver's License #:

**Current Educational Status**

Student HS or Below:  
 Name of School: \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

College/University Student:  
 Name of School: \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

HS Graduate, Not Attending School

GED Recipient

Other, Please specify: \_\_\_\_\_

**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:**

\_\_\_\_\_

Size for shirt: S M L XL XXL XXXL      Size for sweatshirt: S M L XL XXL XXXL

**WORK/VOLUNTEER EXPERIENCE (This section for new applicants only)**

1.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:

2.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:

3.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)*

(Examples of personal references include: school counselor, teacher, co-worker, employer/s, coach)

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

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

**FUTURE PLANS**

Please list the top three careers or vocational occupations that you are interested in pursuing.
What are your plans after you graduate from high school or college?

**ESSAY**

Choose **ONE** of the three essay topics below and attach a **TYPED** one page essay. (*Minimum of 250 words, double spaced in Time new Roman font or Arial*)

- Tell us a story about your life that is central to your identity. How did this point in your life affect you? How did it shape you into the person you are today? **OR**
- Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn? **OR**
- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

**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	

The Summer Program runs from June 9<sup>th</sup> to August 19<sup>th</sup>. Orientation is **mandatory for all youth staff** and will take place from **June 9-13 and June 16**. Please list any dates between June 17 to August 19 that you will not be available.

Circumstance	Dates (mm/dd/yyyy)	
	From	To

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:**

- Applicant and parent/s must read and sign several forms: Consent of Release of Academic Records, Consent of release of information, Receipt of Notice of Information, Media Release form, and Confidentiality Agreement, and Job Offer/Contract.
- Parents of applicants under 18 years old must attend two mandatory workshops: June 3 & August 6 at 6:30pm.



**PUEENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM**  
**Summer 2014**  
**Participant Application**

You must submit COPIES of (1) item from each categories 1-11 listed below as it applies to you. These items are to be turned in with your application. Note that some items may satisfy more than one category (e.g. Birth Certificate or current U.S. Passport).

**NEW APPLICANTS: Please submit items # 1-9,**

**RETURNING APPLICANTS: Please submit items # 2, 5, 8-11**

<p><b>1.Proof of Identity-</b> Picture ID</p> <p><input type="checkbox"/> California Driver License <b>OR</b></p> <p><input type="checkbox"/> California ID <b>OR</b></p> <p><input type="checkbox"/> US Passport <b>OR</b></p> <p><input type="checkbox"/> School ID</p>	<p><b>5.Academic Record</b></p> <p><b>If under 18: Please provide</b></p> <p><input type="checkbox"/>unofficial transcript</p> <p><b>If over 18: Provide the following</b></p> <p><input type="checkbox"/>Unofficial transcript</p> <p><input type="checkbox"/>College courses taken</p> <p><input type="checkbox"/>College ID</p>
<p><b>2.Proof of Household Income :</b> <i>(Dated within the last month)</i></p> <p><input type="checkbox"/> 2 Check stubs for <b>each</b> parent that is employed <b>OR</b></p> <p><input type="checkbox"/> UIB award letter or UIB check stubs <b>OR</b></p> <p><input type="checkbox"/> Letter (on employer letterhead of layoff or termination) <b>OR</b></p> <p><input type="checkbox"/> Proof of Public Assistance (CalWorks, Food Stamps) <b>OR</b></p> <p><input type="checkbox"/> Self-reported income with signed affidavit (H.S.A. form C-163)</p>	<p><b>6.Proof of Social Security Card</b></p> <p><input type="checkbox"/> Social Security Card (<i>ONLY</i>)</p>
<p><b>3.Right to Work</b></p> <p><input type="checkbox"/> Birth certificate <b>OR</b></p> <p><input type="checkbox"/> US Passport <b>OR</b></p> <p><input type="checkbox"/> Permanent Resident Card or alien registration receipt card (form 1-551) <b>OR</b></p> <p><input type="checkbox"/> Unexpired employment authorization document (form-1766) <b>OR</b></p> <p><input type="checkbox"/> Native American Tribal document</p>	<p><b>Please provide the following <u>ONLY</u> if you are over 18 years old:</b></p> <p><input type="checkbox"/> <b>8.Selective Service</b> Registration Card <i>Required for <b>males</b> 18 years of age or older</i></p> <p><input type="checkbox"/> <b>9.Fingerprints</b> <i>Must get fingerprinted in order to work before employment. Puente will cover the costs.</i></p>
<p><b>4.Proof Of Residency-must have home address</b></p> <p><input type="checkbox"/> Utility Bill (PG&amp;E, Telephone, TV) <b>OR</b></p> <p><input type="checkbox"/> Bank Statement <b>OR</b></p> <p><input type="checkbox"/> Rent Receipt/Mortgage <b>OR</b></p> <p><input type="checkbox"/> Public assistance or SSA Award Letter</p>	<p><input type="checkbox"/> <b>10.Cover Letter</b></p> <p><input type="checkbox"/> <b>11. Resume</b></p>

**Please deliver your application and all documents to Alejandra Ortega by 6pm on Friday, April 25, 2014 by 6pm.**

- 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](mailto:aortega@mypuente.org)



**PUEENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM  
Summer 2014**

**List of Available Internships (not complete)**

- **Kick-Off to Kindergarten Program Aide**
- **Panther Camp Program Aide**
- **Math Camp Program Aide**
- **District Kitchen Aide**
- **Half Moon Bay Library Intern** (Must be 16+ years old)
- **YMCA Camp Jones Gulch Junior Counselor** (Must be 16+ years old )
- **Intern at Puente to Pie Program**
- **Learning Center Associate Assistant**
- **Volunteer and Donations Coordinator Assistant**
- **Outreach and Farmer's Market Assistant**
- **Program Director Assistant**
- **Childcare Assistant**
- **Office Assistant**
- **Puente Culinary Academy** includes two days a week in New Leaf Market for youth 16+ years old. Youth who are under 16 years old can still participate in the local portion of Puente Culinary Academy.