



Youth Employment Service:

Employee Application

Name: _____ Date: _____

Address: _____

Phone Number: _____

Date of Birth: _____ Age: _____
(Only ages 12-15 are eligible)

Grade: _____ Gender: _____

Please check jobs that you are interested in doing:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Shoveling |
| <input type="checkbox"/> Yardwork | <input type="checkbox"/> Animal Care |
| <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Party Helper |
| <input type="checkbox"/> Housecleaning | <input type="checkbox"/> Babysitting |

*Note the date if you completed the Park & Rec. babysitting course: _____

Extracurricular Activities: _____

Availability during school year (circle) Sun Mon Tues Wed Thurs Fri Sat

Availability during vacations (circle) Sun Mon Tues Wed Thurs Fri Sat

Parent/Guardian to call in case of emergency: _____

Phone Number: _____

References (please include name and phone number):

I have read and understand all the rules and guidelines of the Youth Employment Service.

Applicant's Signature _____

Work Zone: (to be completed by Youth and Family): _____



Youth Employment Service



Youth Employment Service

Parent/Guardian Permission Form

I _____,

give permission for my son/daughter _____ to participate in the Guilford Youth Employment Service. I release the Town of Guilford from any nature of liability in respect to any claim of damages by me or my child arising out of participation in the Youth Employment Service. The Youth Employment Service takes no responsibility in screening employees or employers. It is the parents' responsibility to determine if each job placement is appropriate for their child.

Printed Name: _____

Phone Number: _____

Parent/Legal Guardian's Signature

Date

Please mail or return Application and Parent/Guardian Permission Form back to:
Guilford Youth & Family Services
36 Graves Avenue
Guilford, CT 06437



Youth Employment Service



Youth Employment Service

Information

Please return Application and Parent/Guardian Permission Form back to GY&FS.

We do not interview employers or employees. It is the parent/guardian's responsibility to determine suitability and transportation.

What will happen? When a job comes into Y.E.S., a referral is made to students who are interested in the type of job offered. When you receive the job card in the mail, it is up to you to respond or not. Respond directly to the employer with the information provided on the card. Set up a time to meet if the position has not been filled.

The employer will interview you (most likely). This is your chance to interview them too! Ask questions like:

- Type of work? Specifics?
- Ongoing, occasional, or one time only?
- What day or days would you like me to work? What times?
- Determine suitability and pay!! Resolve this in the beginning so there are no surprises.

Employers are looking for honest, reliable, trustworthy individuals.

Here are a few tips:

- Work independently. This means no friends with you. (unless approved or requested by employer)
- Dress appropriately
- Maintain appropriate eye contact and communication
- Respect employer/family/property.
 - i.e. babysitting – straighten up house, yard work – put tool away
- Be punctual! Arrive on time.
- Notify employer ASAP if sick or have a family emergency.
- Make sure you understand instructions of job. If you don't, ask questions!
- When calling employer say: "Hi my name is _____. I am a member of the Youth Employment Service and am interested in the _____ job you called YES about." (Have a pen and paper readily available.)
- Don't over commit – be realistic about what you can do!
- Choose a job you will like doing. If you don't, you won't do your best work.

References: Have two names and numbers available for references and notify your references. They will be contacted.

Information for Parents

Types of Jobs Teens May and May Not Work

	Can Work	Cannot Work
At 13 years old or younger . . .	<ul style="list-style-type: none"> • deliver newspapers. • babysitter. • actor or performer in motion pictures, television, theater or radio • in a business solely owned or operated by your parents. • on a farm owned or operated by your parents. 	They cannot be employed but can work odd jobs.
At 14 and 15 years old . . .	<p>The above plus...</p> <ul style="list-style-type: none"> • office • grocery store • retail store • restaurant • movie theater • baseball park • amusement park • gasoline service station 	<ul style="list-style-type: none"> • communications or public utilities jobs, • construction or repair jobs, • driving a motor vehicle or helping a driver, • manufacturing and mining occupations, • power-driven machinery or hoisting apparatus other than typical office machines, • processing occupations, • public messenger jobs, • transporting of persons or property, • workrooms where products are manufactured, mined or processed, or • warehousing and storage.



If your child is 14 or 15 years old, he or she CAN'T be employed:

- during school hours
- before 7:00 a.m. or after 7:00 p.m., except during the summer (July 1st to Labor Day); then, you can work until 9:00 p.m.
- more than 3 hours per day on school days or 8 hours per day on non-school days
- more than 18 hours a week during school weeks or 40 hours a week during non-school weeks

Be involved! Talk to your teen, teachers, and employers

- Ask frequently about his/her job. In particular, focus on changes in duties, new equipment, supervision, as well as problems encountered at work.
- Ask teachers to notify you if they see a decline in grades, attendance, or attention. You don't want to wait until a progress report or a grade card before you know there is a problem.
- Meet your child's employer.

Warning Signs: Watch out if your teenager:

- Is always tired and complains of not getting enough rest.
- Loses interest in school, academics, and extracurricular activities, or has a drop in grades and performance.
- No longer has time for family and friends.

Danger signs: If your teenager:

- Is injured on the job or you hear of other employees being injured in your teenager's workplace.
- Has no adult supervision at work.
- Works for a business which has been recently cited for, or has a history of, child labor violations.
- Works late night hours.
- Displays a change in attitude toward job (is reluctant to go to workplace, fearful, anxious, or stressed)

