

PYN WorkReady Summer Job 2018 Application Check List

In order to apply for a summer position with FNC T4GFarms, FNC Internship, Triskeles Internship, Triskeles Youth Council please complete the below list of paper work, obtain parent/guardian signatures and attend an Enrollment Session. Please bring all items listed below to the enrollment session, you may bring your parent or guardian.



Enrollment Sessions are on Wednesdays between 1:00-5:00pm. Call Anja at 267-738-9473 to schedule! Limited availability for Saturday enrollment sessions scheduling!

at FNC, Bok Building, 1901 S. 9th Street, Room 212 – For building entry please look up Anja LeBlanc in the entrance directory or call Anja's cell at 267-738-9473

Documentation (Bring originals to the Enrollment Session)

- Social Security Card** Please make sure your Social Security Card is **signed!**
- Birth Certificate** **Date and Place of Birth must be shown**
- Valid Photo ID** **Current** School ID or State issued Photo ID
- Blue Work Permit** **Please make sure your Work Permit has your demographic info filled in!**
- Selective Services Registration** (for males who will be 18 or older by Aug. 24, 2018)

In this packet

- Job Application Form** Please complete both pages of the application for **P118**
- WorkReady Online Application Signature Page** Please sign & date and if under 18 **parent/guardian** must sign in two places!
- Emergency Contact Form** Please sign & date and if under 18 **parent/guardian** must sign!

Internal (Staff Only)

- Low Income Determination Form**
- W-4**
- Residency Certification**
- PYN Youth Handbook Receipt**
- I-9**
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Online Forms

- Online WorkReady Application** phila.workready.org
 - Click on Register and complete first and last name as well as email
 - When you hit "Register" it will send you an email with your password
 - Use this info to log in
 - Reset password and come up with security questions, then hit submit
 - Use your new password to log in where it says (Keep login info!)
 - Complete application, where it asks for a referral code on bottom of first screen be sure to enter **P118**
- Selective Service System Registration** www.sss.gov
Only complete if male and 18 or older by Aug. 24, 2018

If you have any questions or need to make alternate appointment, please call Anja LeBlanc at 267-738-9473

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PYN WorkReady Summer Job Program

FNC & Triskeles Summer Internships P118

Summer Internship Application (please PRINT)

Applicant Information

Full Name: _____
Last *First* *M.I.*

Home Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Your Phone #: (____) _____ Your Birth Date: ____/____/____ Your Age: _____

Your Email Address: _____

Your School: _____ Grade: _____

School Address: _____

Guidance Counselor Name: _____ Guidance Counselor Phone: (____) _____

Guidance Counselor Email Address: _____

Parent/Guardian Name: _____ Relationship: Parent Other _____

Parent Guardian Home Phone #: (____) _____ Parent Guardian Cell Phone#: (____) _____

Parent/Guardian Email Address: _____

I am able to travel to/from Bok Building, 1901 S. 9th Street Yes No

I am available for: _____ only worksites near my home address
 _____ any worksites throughout Philadelphia _____ only worksites near my school address

Summer Internship Description

We are offering an exciting summer job opportunity that is tailored to your interests coupled with pre-internship training and professional development sessions during your internship. Training and professional development sessions will be held at Bok Building, 1901 S 9th Street. This is a great opportunity for **16-18 year old youth** to expand on and gain new skills that you can put on your resume for college and/or other careers. 30 positions available. **For questions and/or more info call Anja at 267-738-9473 or email anjal@fncphilly.org**

Dates and Times: July 2nd through August 17th, 20 hours per week, typically Monday through Friday. Days/times vary by worksite. **Pay:** \$7.25 per hour, up to 120 paid hours

What are your top three Career Interests:

1. _____
2. _____
3. _____

Check all that apply:

- I am interested in Art
- I am interested in Activism and Organizing (Social Justice, Immigrant Rights, Human Rights, Politics, Food Justice etc.)
- I would like to work with entrepreneurs in green and sustainable businesses
- I am comfortable working in groups/teams
- I may need initial support with transportation getting to/from my training/summer job

Where did you hear about this program?

Did you participate in last year's WorkReady 2017 summer job program? Yes No Clearances? Yes No

Please provide us with a reference, that we can call (teacher, mentor, previous employer).
Please NO Family Reference!

Name: _____ Number: (_____) _____

Nature of Relationship? _____

ELIGIBILITY CHECKLIST

Have you completed PYN WorkReady online application on <http://phila.workready.org>

(Enter Provider Referral Code: **P118**)? Yes No

Do you have your work permit (if under 18)? Yes No In process of getting work permit

Will you be available for the entirety of summer job dates July 5 through August 24? Yes No

Will you be **16-18** years old as of July 5? Yes No

Are you currently in college, trade school etc.? Yes No Still in HS

Are you a Philly resident AND Eligible to work in the US? Yes No

Are you registered for selective service if male and 18 before 8/24/18? Yes No Will turn **18 during WorkReady Summer Job Program**

Do you meet low income eligibility requirements (lowest annual income for household size as per PYN WorkReady online application)? Yes No



Online Application Signature Page

Instructions: Please read the statements below and acknowledge by signing in the appropriate places. If you are under 18, you must also obtain the signature of a parent or guardian. Print this page and bring it with you to your enrollment appointment.

Application Statement

I do hereby authorize Philadelphia Youth Network (PYN) and its agents and partners to make inquiries regarding my qualifications for work and my job readiness. I also grant permission to verify income information and, where necessary, to document my eligibility for services. I authorize the release of personal, financial, or academic information to PYN by organizations including, but not limited to: schools, employers, youth-serving organizations and government agencies (including the Department of Public Welfare) for the purpose of determining income and programmatic eligibility and by PYN to its agents and partners in the course of attempting to secure placement for me. I certify that the information provided is true to the best of my knowledge. I am aware that the information I have provided is subject to review and verification (including wage records and employment information) and that I may have to provide documentation to support the information provided. I am also aware that I will be immediately removed from my placement if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility.

Equal Employment Opportunity

Here is some information about your **EQUAL EMPLOYMENT OPPORTUNITY RIGHTS UNDER FEDERAL LAW**. The Philadelphia Youth Network is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship, or participation in federally funded programs, as amended in admission or access to, opportunity or treatment, in, or employment in the administration of or in connection with any federally funded activity. If you think that you have been subjected to discrimination under a federally funded program or activity, you may file a complaint within 180-days from the date of the alleged violation with the Department of Labor and Industry's (L&I) Office of Affirmative Action (OAA), or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N-4123, Washington, DC 20210. If you elect to file your complaint with the Office of Affirmative Action, you must wait until the Office of Affirmative Action issues a decision or until 60-days have passed, whichever is sooner, before filing with the CRC (see above address). If the OAA has not provided you with a written decision within 60- days of filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30-days of the expiration of the 60- day period. If you are dissatisfied with the OAA's resolution of your complaint, you may file a complaint with CRC. Such a complaint should be filed within 30-days of the date you receive notice of the OAA's proposed resolution. If you have any questions, regarding YOUR CIVIL RIGHTS, or to file a discrimination complaint, please contact: The Department of Labor and Industry, Office of Equal Opportunity – Room 514, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pennsylvania 17120. Or Call (717) 787-1182 • 1-800-622-5422 • TDD 1-800-654-5984. Also, a complaint can be filed by phone or in person at the local office. U.S. Equal Employment Opportunity Commission, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127. For general inquiries or to begin the process of filing a complaint of discrimination, call 1-800-669-4000. All complaints will be handled confidentially.

Waiver and Release

The Philadelphia Youth Network, Inc. (PYN) from time to time creates promotional and educational materials about PYN managed programs and efforts. In consideration of the opportunity to participate in the programs offered by the Philadelphia Youth Network, I hereby give permission to PYN, its employees, affiliates, representatives, contractors, agents and members of the media to interview, audiotape, photograph, videotape, film, or capture by any other electronic or other means my image and speech, and, within its absolute discretion, to release, disseminate, or use, in any manner it sees fit including publications and web pages, the resulting images and testimonials and any other information contained therein for the purpose of promoting the objectives of PYN, its programs and WorkReady Philadelphia. I hereby release any and all actions and claims which I, my family members, my child, our heirs, executors or administrators may have against the Philadelphia Youth Network, Inc., its employees, affiliates, representatives, contractors, agents, successors and assigns, arising for any reason whatsoever from the use, publication, distribution, or republication of the words or images gathered for the purpose described above. I intend this to be a legally binding agreement.

BUCKLEY AMENDMENT: Consent for Release of Information

PYN managed programs are designed to provide participating youth with meaningful learning experiences, including preparation for the workplace and higher education opportunities, and success in school. So that we may ensure that our youth's needs be fully met, it is helpful to track their performance in school through grades, standardized tests, achievement levels, and other relevant records. Please read the following statement, and sign below to indicate that you agree to allow your/your child's school to release these records to the Philadelphia Youth Network (PYN) and its partners for use throughout the program. I understand that the Buckley Amendment to the Family Education Rights and Privacy Act of 1974 guarantees that my/my child's academic record will not be discussed with or disclosed to any third party without my written consent. I hereby authorize officials of the School District of Philadelphia to release my/my child's educational records (limited to: standardized tests, graduation and promotion information, and copies of report cards) only to PYN and to any corresponding partner agency or agencies with which I/my child will be placed by PYN. This consent will last until I /my child is no longer enrolled in a PYN-sponsored activity or until I rescind this consent in writing. I understand that this information will not be provided to any entity other than those indicated above. I understand that a record will be maintained in my/my child's educational records, indicating that the information was provided. I understand that I may acquire a copy of this record, as well as of any records provided to PYN, from the Philadelphia School District.

Acknowledgement - Instructions: Please read and sign below. **Mark (x) the appropriate box below only if you DO NOT accept the statements above.**

Waiver and Release	<input type="checkbox"/> I DO NOT give permission to PYN, its employees, affiliates, representatives, contractors, agents and members of the media to use my images or speech.
Buckley Amendment	<input type="checkbox"/> I DO NOT agree to the terms of this release form.

EEO - STATEMENT OF RECEIPT: I hereby Certify that I have received, read and understand my rights under law and acknowledge this with my signature.

Printed Name of Participant	Signature of Participant	Date signed
Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date signed

Emergency Contact Information Form

This information will be extremely important in the event of an accident or medical emergency.

Please be sure to sign and date this form

Name: _____
Last First MI

Phone: _____
Home: _____ Cell: _____

Home Email Address: _____

Address: _____
Street City State Zip Code

Primary Emergency Contact Name: _____
Last First

Relationship: _____

Phone: _____
Home: _____ Cell: _____ Work: _____

Secondary Emergency Contact Name: _____
Last First

Relationship: _____

Phone: _____
Home: _____ Cell: _____ Work: _____

Preferred Local Hospital: _____

Insurance Information:

Company: _____ Policy #: _____

Allergies and Special Medical Information

Please list any allergies or specific medical information site supervisors should know about

Participant Signature: _____ Date: _____

Parent Signature if under 18: _____ Date: _____