

2009-2010 YouthWorks Employment Program Application

Dear Young Adults:

Welcome to the 2009-2010 YouthWorks Employment Program. YouthWorks provides out of high school youth, ages 18-24, with paid work opportunities, workplace exposure and work readiness skills. This training program is intended to provide work experiences for young adults who might not otherwise have this opportunity. Please note that completing this application **does not** guarantee a work experience through the program.

Please read the guidelines carefully before submitting an application.

APPLICATION INSTRUCTIONS:

Please print clearly in ink. Answer each question carefully and do not leave blank spaces. **Incomplete applications will not be accepted.** You may call (253) 404-3998 or (253) 404-3997 for assistance. This application is also available online at <http://worksourcepierce.com/wdc/>

1. **Copies of the following documents are required in order for your application to be processed:**
 - Valid Washington State Driver's License/ID or birth certificate
 - Social Security card
 - Proof of last 6 months of income (i.e. pay stubs, employer records, public assistance award letter, unemployment insurance records, SSI)
 - Selective Service Registration (male applicants only)
 - Copies of rental agreement, medical coupon/card, or most recent Tax Return supported by IRS documents

Note: Other documents may be substituted for those listed above. Please ask for additional clarification if you do not have those that are listed.

All information provided will be kept confidential and used solely for the purpose of facilitating employment opportunities.

Personal Information

SS# _____ Date of Birth _____ Age _____ Highest Grade Completed: _____

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apt# _____

City _____ State _____ Zip _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address _____

Gender: Female Male U.S. Citizen Eligible Non-citizen Veteran Yes No

Race/Ethnicity: White/Caucasian Hispanic/Latino Asian

Hawaiian/Pacific Islander American Indian/Alaskan Native Black/African American

Is English your primary (or first) language? Yes No

Have you ever been convicted of any offense? Yes No

If yes, please explain.

Confidential Family Income Information *Income guidelines – Please complete.

Family size: Number of people living in your house (include yourself) _____

Total yearly household income (for all household members combined) \$ _____

Check all sources of income which apply to your household:

- Wages Welfare payments Child Support Food Stamps General Assistance
 Free Lunch Refugee Assistance Social Security payments SSI Unemployment
 Worker's Comp Other

Employment / Work History

- Have you worked in an employment program before? Yes No

If yes, please provide the name of the program and year that you worked

Worksite: _____ Year 20_____

- Are you currently working with any of the following agencies?

Pierce County Alliance Centro Latino Youth Program Goodwill Steps
 YouthWorks Tacoma Community House Youth Program Vadis Pathways
 Other: _____

Please complete. **WORK and/or VOLUNTEER HISTORY** (Please begin with most recent)

1. Company Name:			Address:		
Job Title and Duties:					
Start Date:		End Date:		Hours per/week:	
				Hourly Wage:	
Reason for leaving:					
2. Company Name:			Address:		
Job Title and Duties:					
Start Date:		End Date:		Hours per/week:	
				Hourly Wage:	
Reason for leaving:					

- Do you have any other job related skills or experience? Yes No

If yes, please specify _____

- Do you have any computer skills? Please specify:

Microsoft Word Yes No PowerPoint Yes No Excel Yes No
 Internet Research Yes No Other _____

- Is there anything that may affect your ability to work? Yes No

If so, please describe what accommodations would be necessary? _____

- Have you identified a career goal? Yes No

If yes, please specify _____

- What method of transportation do you use: Bus Car Other: _____

Please provide the name of a reference that we may contact regarding your application.

Name _____ Telephone # _____ Relationship _____

Applicant Certification – I certify that the statements made by me on this application are voluntary, true and complete to the best of my knowledge. I understand that the information I have provided is subject to review and verification. If I knowingly make any misstatement(s) of fact(s), I am subject to disqualification or dismissal. I understand and authorize the release of information to the YouthWorks program, Tacoma-Pierce County Employment and Training and partner agencies for regulatory and internal processes associated with determining employment eligibility and payroll procedures.

Code of Conduct Statement – If selected to the program, I understand and agree to adhere to the rules of the program and conduct myself responsibly and respectfully at all times. While at my worksite, I agree to:
1.) Report to work on time **2.)** Refrain from the use of profanity or foul language **3.)** Refrain from any aggressive or violent behavior, threats of violence, weapon possession or sexual harassment **4.)** Wear appropriate clothing (*i.e., no excessive jewelry, revealing clothing*), do-rags/bandanas and/or other clothing deemed unacceptable by my worksite supervisor **5.)** Refrain from the use, purchase or possession of any drugs or alcohol **6.)** Refrain from theft or possession of any stolen property **7.)** Refrain from any discriminatory behavior another individual based on race/ethnicity, economics, disability, religion or sexual preference.

Applicant Signature

Date of Application

YOUR COMPLETED APPLICATION, INCLUDING ALL REQUIRED DOCUMENTS AND SIGNATURES, SHOULD BE RETURNED TO:

**TPCETC / YouthWorks
Attn: APPLICATIONS
3650 S. Cedar Street
Tacoma, WA 98409**

** All selected applicants should be prepared to attend a mandatory Workplace Orientation session. We will contact you with the date and time.



**2009 YouthWorks Summer Employment
American Recovery & Reinvestment Act
Information Required for
Eligibility**

We are unable to offer the YouthWorks Summer Employment program services without the following information. Please complete and submit documentation and information listed below:

- Valid Washington State Driver's License/ID or birth certificate**
- Social Security card**
- Proof of last 6 months of income (i.e. pay stubs, employer records, public assistance award letter, unemployment insurance records, SSI)**
- Selective Service Registration (male applicants only)**
- Copies of rental agreement, medical coupon/card, or most recent Tax Return supported by IRS documents**

Please return this form along with the information requested above to:

TPCETC/YouthWorks Applications

3650 S. Cedar Street

Tacoma, WA 98409.

FAX: 253-594-7932

If you have any questions regarding this request for additional information, please call (253) 404-3998 or (253) 404-3997.