



# Legacy Builders Summer Youth Employment Program

Mayor C. Kim Bracey



## 2016 Legacy Builders Summer Youth Employment Program Application

Important: All applications must be submitted in person to The Department of Economic & Community Development with the required documentation or your application may be determined ineligible.

Black or Blue Pen Only (Print neatly)

### Work Preferences

Conservation/Outdoor \_\_\_\_\_ Organization of Interest (Optional) \_\_\_\_\_  
Internship/Office \_\_\_\_\_ Type of Job \_\_\_\_\_ Ask for organization \_\_\_\_\_

### Section 1: Application's Identification

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Last First M.I.*

\_\_\_\_\_ *Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Birth Date \_\_\_\_\_ Age Today: \_\_\_\_\_

### Section 2: Household Composition ( additional sheet if necessary)

Family Members Names	Relationship to Applicant

Number in Family: \_\_\_\_\_ Total Gross Family Income- last 6 months \$ \_\_\_\_\_

### Section 3: Citizenship/Legal to Work/Selective Service

The government requires we collect the following information:

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

If not a citizen, are you legal to work in the U.S.? Yes \_\_\_ No \_\_\_

If male, 18 or older, are you registered with the selective service? Yes \_\_\_ No \_\_\_

Are you a Veteran? Yes \_\_\_ No \_\_\_

City of York Resident? Yes \_\_\_ No \_\_\_

**SECTION 4: LOW INCOME INDIVIDUAL (APPLICANT)**

Have you or has anyone in your family received TANF (Public Assistance) in the past 6 months?

Yes \_\_\_ No \_\_\_ If Yes, monthly grant amount: \_\_\_\_\_

Have you or has anyone in your family received Food Stamps in the past 6 months? Yes \_\_\_ No \_\_\_

Do you live in a foster home or foster placement? Yes \_\_\_ No \_\_\_

**SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 6 MONTHS**

Employer	Hourly wage	Weekly wage	Hire date	End Date

Are you currently employed? Yes \_\_\_ No \_\_\_

**SECTION 6: APPLICANT'S CHARACTERISTICS**

(Circle All That Apply)

Gender: Male Female Do you speak English? Yes No Limited

Race: Black White American Indian Asian Multi-racial

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Marital Status: Single Married

**SECTION 7: APPLICANT'S EDUCATION STATUS**

(Circle All That Apply)

Student High School Grad GED H.S. Drop Out

Post High School Highest grade completed (1-12 high school or 13-16 after high school)

Name of Current School: \_\_\_\_\_

**SECTION 8: APPLICATION CERTIFICATION**

I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification, (including wage records and unemployment compensation), and that I may have to provide additional documents to support this application. I am also aware that I am subject to immediate termination if, after being selected for employment, I am found ineligible, as a result of falsified or incorrect documents, and may be prosecuted for fraud and/or perjury. I understand that I may be required to repay any wages or stipends earned as a result of program employment and participation based upon the submission of falsified or incorrect documents. Furthermore, by signing this application, I agree that information contained in this application may be shared with appropriate government or service agencies for the purposes of information verification or statistical tracking, on a strictly confidential basis.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Application on Center Certifier Signature \_\_\_\_\_ Date \_\_\_\_\_



Legacy Builders Summer Youth Employment Program

LBSYEP PHOTO RELEASE FORM

I hereby give the City of York permission, with respect to any photographs or images that it, through its employees or agents, takes during the 2016 Legacy Builders Summer Youth Employment Program of me or in which I may be included with others:

- (a) To use, reuse, publish, and republish the same, in whole or images, individually or in conjunction with other photographs, in any medium for the purpose of promoting the City of York and the LBSYEP, and
- (b) To use my name in conjunction therewith, if the City of York so chooses.

**UNDER 18 YEARS OF AGE**

**18 OR OLDER YEARS OF AGE**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
NAME (Printed)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian (Printed)

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature

\_\_\_\_\_  
Name (Printed)





## **2016 Legacy Builders Summer Youth Employment Fact Sheet**

**What are the dates of the summer program?** First day of employment is June 6, 2016, and the last day of employment is August 12, 2016. The summer employment program will have 2 levels of employment which will allow for more appropriate youth placement and job/skill matching, while further enhancing their overall experience.

**What are the pay rates?** The pay rate for all youth employed will be \$8.00 per hour. Enrollees may work up to 25 hours per week with a half hour unpaid lunch. Youth will also receive 2 hours of life skills education on each pay day prior to checks being distributed. The training will be considered a part of their normal work week.

**Who can apply?** City of York residents who are 16-18 years of age.

**When to apply?** Youth may apply any time after March 1, 2016.

**What kind of jobs may be available?** Jobs will be made available within York City departments and Bureaus. Work sites will also be developed with area non-profit organizations such as the YMCA and Martin Memorial library. Employment will be in office environments or out of doors involving conservation work.

**When and where can I turn in my application?** All applications must be submitted in person to the Bureau of Housing Services from March 1, 2016 to April 8, 2016. The Bureau is located at 101 S. George Street, 2<sup>nd</sup> floor York PA 17401. Hours 8am to 5pm. Applications must be submitted with the required documentation or the application will be determined ineligible. Applicants who are less than 18 years of age must have application and all other documents signed by a parent or legal guardian.

**What is included in the application packet?** The packet contains a Fact Sheet, Application, Application Instructions, Income Guidelines, Application Checklist and Directions on how to obtain a work permit.

**What are the eligibility requirements?** All applicants must meet age, income, US Citizenship, resident of York City, and provide verification of various application items (see the Application instructions and Application checklist)

**What are the determining factors for placement?** Applicants are income eligible. Pass drug testing, and a suitable work station is available.



**2016 LEGACY BUILDERS SUMMER YOUTH EMPLOYMENT PROGRAM**  
**INSTRUCTIONS FOR COMPLETING APPLICATION**

**PLEASE READ THIS PAGE CAREFULLY AS INCOMPLETE APPLICATIONS MAY POSSIBLY DELAY THE REVIEW AND HIRING PROCESS.**

**USE THE APPLICATION AND DOCUMENTS CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED TO APPLY.**

Please remember that each question on the application **MUST** be completed and in black or blue ink. If a question does not pertain to you, please place N/A in the blank.

All applications must be submitted in person to the Department of Economic and Community Development Department with the required eligibility documentation. Please refer to the enclosed Application Checklist.

Parents must sign and date the application if an applicant is under the age of 18.

**SPECIAL NOTES**

- Males 18 and older must be registered with Selective Services. For registration and /or proof of registration, go to <http://www.sss.gov>
- Age, Family Income and Address must be verified with additional documentation (called third party verification). See the checklist to determine what other paper work will be required.
- Please include only family members and their relationship to the applicant who reside at the applicant's stated address. Family members consist of at least two members or more persons related by blood, marriage or decree of court (husband, wife or guardian and dependent children). A dependent child is under the age of 19 at the end of the previous calendar year: or is a student under the age 22.
- All information requested on the Application pertains to the youth applicant and not the parents or guardians, except for family income. Family income (total gross family income from the last 6 Months) is the total income from all family members.
- Work history only includes the Applicant's employment in the last 6 months. Employment dates should reflect month, date and year.
- Along with current education status, you must indicate last grade of completion.
- The **WORK Permit is NOT REQUIRED for the application.** (Please read attached instructions for obtaining a work permit). For youth ages 14-17, a Work Permit is required **Only if selected** for participation in the program. Contact your school of attendance to acquire a work permit.



## CITY OF YORK

### Legacy Builders Summer Youth Employment Program

#### APPLICATION and DOCUMENT CHECKLIST

An Applicant (Youth age 18) has an eligible application if he or she provides all of the following documentation:

- \_\_\_\_\_ **Application** (All areas completed in blue or black ink)
- \_\_\_\_\_ **Proof of Age.** Applicants must verify their age  
(Birth Certificate or Driver's License/State Issued ID or Alien Registration Card or Valid U.S. Passport or Baptismal Certificate).
- \_\_\_\_\_ **Proof of Social Security.** Applicants must verify their Social Security number. (Social Security Card or Signed printout from the Social Security Office).
- \_\_\_\_\_ **Proof of Citizenship/Alien Status.** (Applicants must verify their Citizenship. (Valid U.S. Birth Certificate or U.S. or Alien Registration Card or U.S. Passport or Certificate of Naturalization).
- \_\_\_\_\_ **Proof of Address.** Applicants must verify their address. (Home Utility Bills or Current Lease or Postmarked mail with Applicant's name and City address or Report Card or Official School document or Department of Public Welfare Printout with address). A Pennsylvania Drivers License may be used to verify address **only if issued in the last 6 months**). Note: Utility bills used to verify address must contain the name of a person who is listed as a direct family member or guardian on the application.
- \_\_\_\_\_ **Proof of Income (Check with Parents or Guardian).** Applicants must verify their family's **Income within the last six (6) months.** (Most recent pay stubs of parent or guardian or head of household with date and year-to-date amounts or Public Assistance Printout or Public Assistance Notification or Food Stamp print out or Social Security Letter SSI Letter of Notification of benefits) or Unemployment compensation information or Unemployment compensation determination letter or statement from a foster placement agency, if placed as a foster child or letter from social service agency or other institution describing the applicants living arrangements and income or statement of income or income eligibility determination from a public or government agency. All applicants must meet age, income, U.U. Citizenship, residency requirements and provide verification of various application items (see Application Instructions and Application Checklist).
- \_\_\_\_\_ **Work Permit.** A copy of Work Permit\* (ages 14-17 inclusive)

**In addition to all required documentation, Males age 18 must be:**

- \_\_\_\_\_ Registered with Selective Service
- \_\_\_\_\_ Printout from Selective Service website ([www.sss.gov](http://www.sss.gov))



# CITY OF YORK

## 2016 Legacy Builders Summer Youth Employment Program

### INCOME GUIDELINES

#### YOUTH AGE 18

Family Size	Maximum Allowable Family Household Income For last Six Months	Maximum Allowable Family Household Income For One Year
1	\$19,700	\$39,400
2	\$22,500	\$45,000
3	\$25,325	\$50,650
4	\$28,125	\$56,250
5	\$30,375	\$60,750
6	\$32,625	\$65,250
7	\$34,875	\$69,750
8	\$37,125	\$74,250

- Eligibility is calculated by verifying income from the last six months. Yearly income is calculated by doubling the figures from the last six months. Income levels for eligibility have been established by the U.S. Department of Housing and Urban Development (HUD)