



# Summer Youth Employment Program

## Eligibility Requirements

- Income based work experience program for Saratoga County youth residents 14-20 years old.
  - Youth may qualify if they or their family receives: Medicaid, Supplemental Security Income, SNAP, Cash Public Assistance, HEAP.
- If you are under 18 you must apply for your working papers now. Contact your school guidance office (14 & 15 have a blue work card – 16 & 17 have a green work card).

## About the Program

- Summer employment is for approximately 8 weeks June 26<sup>th</sup> – August 31<sup>st</sup> 2023.
- Hiring rate is **\$15.00/hour**
- Work up to **30 hours/week**
- Job matching considerations include: skills, interests, transportation, and desired location.
- Types of jobs include: clerical/office assistant, laborer, customer service, grounds work, library page, cleaner and more.

***NOTE: Funding for the Program is always contingent on legislative action and budget inclusion. Any incentive programs will be subject to the availability of funds. Additionally, if deemed eligible for the program, youth will be required to provide ID documents (birth certificate, social security card, NYS ID/permit/license, etc.).***

## How to Apply

- Please return the attached application to the address indicated.
- You **MUST** fill out ALL sections of the application form to be considered.
- Be sure to write neatly, especially phone numbers.
- Ensure voicemail is set up and able to receive messages.

## Deadlines

- Applications must be received by April 21, 2023.
- We will begin contacting eligible candidates in May to continue the application process.

Any questions, contact Cassandra Purcell  
[kmpurcell@saratogacountyny.gov](mailto:kmpurcell@saratogacountyny.gov)  
518-884-4904 direct office  
518-941-4614 cell



Saratoga County Career Center

A proud partner of the American Job Center network

Summer Youth Employment Program

152 West High Street Ballston Spa, NY 12020

Phone: (518) 884-4170 Fax (518) 884-4262

Director - Jenniffer McCloskey

Youth Counselor – Kassandra Purcell

Summer Youth Employment Program Application

You MUST fill out ALL sections of the application form to be considered.

Youth Information

Full Legal Name Birthdate

Preferred First Name Social Security Number

Current Age Gender Preferred Pronouns

Ethnicity, check all that apply

White Black Hispanic Asian Native American Pacific Islander Other Prefer to not answer

If you are a male, 18 years old or older, have you registered with selective service? No Yes

Address City Zip code

Do you live in a town different from mailing address? No Yes

Youth Cell Youth Email

Preferred contact Call Text Email

Where did you obtain this application?

Parent Information

Parent/Guardian Name Cell

Eligibility

Do you or members of the household receive any supportive services through the county? No Yes

Check ALL that apply SNAP HEAP Medicaid Medicaid Waiver SSI TANF Family Assistance/Safety Net Foster Care

Parent/Guardian, complete only if you don't receive supportive services from Saratoga County.

List all immediate family members of your household, including youth, and their gross income (income before taxes & deductions).

IMMEDIATE FAMILY MEMBERS CLARIFICATION:

Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent. You should not include any of these people if they do not live with you. You should not include other family members such as grandparents, uncles or aunts. If you are married, you should include your spouse, but do not need to include your parents or siblings.

TYPES OF INCOME

Wages, social security benefits, public assistance benefits, child support, alimony, etc.

Any questions regarding income, please contact the Career Center 518-884-4170.

## Availability

Do you have a valid Employment Certificate (green/blue work card)?  No  Yes

Will you have reliable transportation?  No  Yes

Do you have any known summer commitments?

No  Yes, what and when \_\_\_\_\_

Possibility of Summer School?  No  Yes

Mark days of the week you are available to work:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Earliest arrival time \_\_\_\_\_ Latest Departure time \_\_\_\_\_

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## Youth Interests

What kind of jobs would you be interested in? (Check all that apply)  Clerical/Office  Laborer  With youth  
 Cleaning  Library  Museum  Indoors  Outdoors  With animals  Other \_\_\_\_\_

Select any skills/experiences you wish to gain this summer.

### Financial

Learn to manage money/budget  How to buy a car  How to open a bank account  All about credit  
 Student Loans  Financing College

### Soft Skills

Time Management  Communication  Resolving workplace conflict  Networking  Teamwork  Listening  
 Creative thinking  Work Ethic

### Occupational Skills

Coding  Clerical work (paperwork, answering phones)  Landscaping  Maintenance  Computer Skills  Food preparation  Retail  Food Service

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## Education

Are you currently enrolled in school?

No, last grade completed \_\_\_\_\_

Yes, Name of School \_\_\_\_\_ Current Grade \_\_\_\_\_

Do you have an IEP?  No  Yes

Are you enrolled at BOCES?  No  Yes, Program Name \_\_\_\_\_

## Employment History

Have you ever been in the Summer Youth Program?

No  Yes, When \_\_\_\_\_ Worksite Name \_\_\_\_\_

Have you ever worked/volunteered before?  No, skip to next page  Yes, complete work history below

Employer \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_ Wage \_\_\_\_\_  Hour  Week  Month  Year

Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_ Wage \_\_\_\_\_  Hour  Week  Month  Year

Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_ Wage \_\_\_\_\_  Hour  Week  Month  Year

Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

## Certification

I certify that the information on this application is correct to the best of my knowledge. I understand that submitting an application in no way guarantees an interview or placement in a summer job.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant is applying for employment and training services provided by Temporary Assistance for Needy Families (TANF) and/or the State of New York. I will be required to provide certain documentation for eligibility determination. I grant permission to Saratoga County Department of Employment & Training to release and obtain information regarding physical and/or mental disabilities and other pertinent information of a social or economic nature from my child's school and other appropriate agencies. This information will be used to determine program eligibility and appropriate services to be provided. I understand that all information will be treated as confidential and privileged.

I am a (*check one*)  Parent  Legal Guardian

Relationship to applicant if guardian \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

(Required if applicant is under age 18 or lives at home)

\_\_\_\_\_  
Date

**Application Priority Deadline is April 21, 2023**  
**PLEASE RETURN THIS APPLICATION BY MAIL OR E-MAIL TO:**

**kmpurcell@saratogacountyny.gov**

**Saratoga County Career Center**  
**152 West High Street, Ballston Spa, NY 12020**

**Questions? Please call or text Kassie at (518) 941-4614.**  
**Calls and text will be returned Monday – Friday 9 am – 4 pm**