

JOHN M. SOLIS
Executive Director



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C O U N T Y O F S A N J O A Q U I N
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
WINNER OF NATIONAL ALLIANCE OF BUSINESS DISTINGUISHED SERVICE AWARD

TO: All Summer Youth Job Applicants

SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM 2016

The Summer Youth Employment and Training Program (SYETP) will be providing Work Experience to approximately 1,000 eligible local CalWORKs youth, ages 14-21, June through August, at \$10.00 per hour. Keep in mind that we will be receiving more applications than we have jobs available. You are, therefore, encouraged to submit your application as soon as possible and before the **May 20, 2016 deadline**. The sooner you submit your application, the better your chance to get a job.

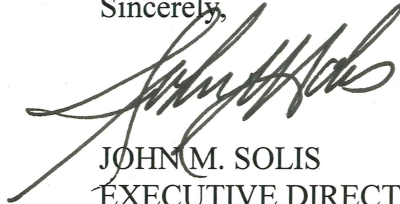
Once your application has been processed and certified eligible, it will be placed in the applicant pool from which students will be selected to interview for a job. The job matching process will be initiated in April. Eligible applicants will be contacted by program staff prior to the start of the program. Those who successfully interview and are selected by the worksite will be hired and given a start date.

This year's Summer Youth Employment and Training Program is funded by the San Joaquin County Human Services Agency's CalWORKs Program. The only eligibility requirement is that you must be in a CalWORKs household. The purpose of the program is to increase summer employment opportunities for youth in our community by giving them an opportunity to work, learn new skills and earn an income.

Additional information about this program is available at any of the WorkNet One Stop Centers listed below or you may call (209) 468-3661. You can also go online at www.sjworknet.org to get more information and access the application.

Good luck!

Sincerely,



JOHN M. SOLIS
EXECUTIVE DIRECTOR

Stockton Center
56 S. Lincoln St.
Stockton

CHD Center
631 E. Oak Street
Lodi

Manteca Center
302 Northgate
Manteca

Tracy Center
543 W. Grant Line
Tracy



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RELEASE OF INFORMATION

I hereby give permission and authorize the Employment and Economic Development Department to obtain or release information relative to my eligibility and progress in my Work Experience training program in San Joaquin County to the following entities:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Vocational Research Institute ▪ Human Services Agency ▪ Other Government Agencies ▪ Prospective Employers ▪ Employers [] Work History [] Wage Information | <ul style="list-style-type: none"> ▪ Schools [] Name [] Address [] Phone [] Cumulative Folder Information [] Grades/Transcript(s) [] Test Scores/Assessment [] Student Attendance Records [] Individual Education Plan (IEP) [] Citizenship Records [] Counselor Information |
|---|---|

Applicant Signature

Printed Name

Date of Birth

Social Security Number

Parent Signature

Date

FOR WORKNET USE ONLY

This shall serve as verification that the above-named person [] *was receiving*
[] *was not receiving* CalWORKs benefits from the Human Services Agency during the
month of _____ 2016:

CALWORKS CASE NUMBER: _____ VERIFIED BY: _____

WORKNET STAFF NAME PRINTED _____
PHONE NUMBER _____
DATE 2016

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TO: PARENTS/GUARDIANS OF SUMMER YOUTH EMPLOYMENT 2016 APPLICANTS

SUBJECT: FAMILY ELIGIBILITY FOR TANF/CalWORKs

When you or a member of your family applies for the Summer Youth Employment and Training Program (SYETP), it is important for you to have the following information:

Under the Federal Omnibus Budget Reconciliation Act of 1981, all gross income of family is included in the determination of eligibility for TANF/CalWORKs. Summer Youth Employment 2016 wages will not affect a TANF/CalWORKs grant if the participant is the only one in the household who is employed. However, if the participant is the TANF/CalWORKs grant holder (the person who receives the grant) or if someone else in your household is working, the participant's wages may affect the grant. This may not affect your family. To be sure, please contact your Cash Worker and ask if the Summer Youth Employment 2016 wages will have an impact on your TANF/CalWORKs eligibility/grant amount.

To enable your family member to participate in the Summer Youth Employment 2016 Program, this letter must be signed & dated by the applicant and a parent or guardian for all applicants under the age of 18. By signing this form, you are acknowledging that you have read and understand the TANF/CalWORKs notice.

APPLICANT NAME: _____
PLEASE PRINT (LAST NAME) (FIRST NAME)

APPLICANT SSN: _____

APPLICANT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____



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STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE

CDE Form B1-1 (Rev. 02-14)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE” form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor’s Information

Minor’s Name (<i>First and Last</i>)		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student’s Signature

School Information

School Name	School Phone
School Address	City Zip Code

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent’s Name (<i>Print First and Last</i>)	Parent’s Signature	Date
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To be filled in and signed by employer

Employment & Economic Development Department	209-468-3500	
Business Name or Agency of Placement	Business Phone	Supervisor’s Name
56 S. Lincoln Street	Stockton	95203
Business Address	City	Zip Code

Employer’s Maximum Expected Work Hours: **6** hours per day **30** hours per week

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by workers’ compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer’s Name (<i>Print First and Last</i>)	Employer’s Signature	Date
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For authorized work permit issuer use ONLY														
Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:						
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sun	Total
Proof of Minor’s Age (<i>Evidence Type</i>) _____ Verifying Authority’s Name and Title (<i>Print</i>) _____ Verifying Authority’s Signature _____								Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability						

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law (the one most protective of the employee) prevails.**
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers as listed below:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

For more complete information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

- Minors younger than 16 years are allowed to work only in limited, specified occupations that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees also generally apply to minor employees, including workers' compensation insurance requirements.
- Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.
- A day of rest from work is *required* if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.

Ages	Hours of Work
16 – 17	<p><i>When school is in session:</i> Daily maximum of 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week. Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.</p> <p><i>When school not in session:</i> May work up to 48 hours per week but no more than 8 hours in any one day.</p> <p style="text-align: center;">WORK MUST BE PERFORMED NO EARLIER THAN 5 A.M. OR LATER THAN 10 P.M. EXCEPT THAT WORK MAY EXTEND TO 12:30 A.M. ON NIGHTS PRECEDING NON-SCHOOL DAYS. STUDENTS IN WORK EXPERIENCE EDUCATION OR COOPERATIVE VOCATIONAL EDUCATION PROGRAMS MAY BE AUTHORIZED TO WORK UNTIL 12:30 A.M. ON NIGHTS PRECEDING SCHOOL DAYS WITH SPECIFIED WRITTEN PERMISSION.</p>
14 – 15	<p><i>When school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p>Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.</p>
Younger than 14	<p>Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry</p>

DATE _____ SCHOOL _____ SCHOOL DISTRICT: _____
 SUMMER SCHOOL? YES _____ NO? _____
 AGE _____ GENDER _____ AVAILABLE AM _____ PM _____ OSY ()
 SIGNIFICANT SEGMENT _____ ISY ()
 LANGUAGES SPOKEN _____
 FOR OFFICE USE ONLY

SUPPLEMENTAL EMPLOYMENT INFORMATION FORM

NOTE: In order to be considered for employment, you must complete all questions on this form.



Please print or type (Blue or Black ink only)
 PLEASE USE YOUR **LEGAL** NAME

_____ - _____ - _____
 SOCIAL SECURITY NUMBER

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____
 STREET ADDRESS _____ CITY _____ ZIP CODE _____
 _____ / _____ / _____
 AGE _____ DATE OF BIRTH _____ PHONE _____ MESSAGE PHONE _____



APPLICANT BACKGROUND INFORMATION

I. JOB EXPERIENCE / TRAINING

Have you worked for summer youth before? NO YES Any special projects? NO YES if Yes, please indicate below.
 Have you had any other jobs or work experience, paid or volunteer? NO YES
 IF YES to one or all of the above, begin with your most recent experience and list all, or the last four positions you have held, below.

START/END DATE	WORKSITE/EMPLOYER	JOB TITLE	SPECIAL PROJECT
MONTH/YEAR to MONTH/YEAR	NAME OF COMPANY & SUPERVISOR		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. SKILLS INVENTORY

What kinds of skills/experience do you have?

<input type="checkbox"/> manage phone lines	<input type="checkbox"/> office/filing	<input type="checkbox"/> word processing	<input type="checkbox"/> office work	<input type="checkbox"/> food service
<input type="checkbox"/> housekeeping	<input type="checkbox"/> laundry	<input type="checkbox"/> child care	<input type="checkbox"/> swimming	<input type="checkbox"/> structure painting

Have you used any of the following equipment?

<input type="checkbox"/> computer	<input type="checkbox"/> copier/ scanner	<input type="checkbox"/> calculator/ten key	<input type="checkbox"/> painters tools
<input type="checkbox"/> fax machine	<input type="checkbox"/> multiple phone lines	<input type="checkbox"/> lawn mower/edger	<input type="checkbox"/> carpenter tools
<input type="checkbox"/> typewriter	<input type="checkbox"/> paper sorter/shredder	<input type="checkbox"/> buffer/waxer	<input type="checkbox"/> small power tools

III. EDUCATIONAL STATUS

Are you in school at the present time? NO YES Graduated High School Completed GED
 If YES, What grade are you in now? _____ Are you behind in units/credits? NO YES
 Do you need to attend summer school? NO YES What classes do you need to take? _____
 Your grades are mostly: A or B B or C C or D D or F Have you passed all school proficiencies? NO YES
 Do you now attend, or do you plan to attend any of the following schools in the future?
 University (4-year college) Community College (2-year college) Vocational School

PLEASE COMPLETE BOTH SIDES

JOB MATCHING INFORMATION

IV. INTEREST INVENTORY

The Summer Youth Program offers jobs in three general categories: DATA, PEOPLE, and THINGS. Some jobs may emphasize one over the other, some others will combine two or all three categories.

Do you like to work with the following:

DATA: Making judgments and decisions based on facts. NO YES

PEOPLE: Directing, helping, and/or influencing people. NO YES

With whom would you enjoy working?

Youth Senior Citizens Children

People with Disabilities and Special Needs

The public in general

THINGS: Operating machines; using equipment to perform tasks; NO YES
working with plants or animals; performing manual tasks

DO YOU PREFER TO WORK: Mostly outside Mostly inside Either

Your skills, strengths, and personal preferences will determine the job classification in which you might like to work this summer. Please indicate what applies to you in each category:

JOB CATEGORY Check the categories in which you are interested.	SKILLS / INTERESTS Check the skills which you have interest or experience.	JOB CLASSIFICATION Check the job areas in which you are interested.
<input type="checkbox"/> DATA	<input type="checkbox"/> Follow procedures for keeping records. <input type="checkbox"/> Follow set or routine office procedures. <input type="checkbox"/> Speak and write clearly and accurately. <input type="checkbox"/> Perform work that is routine and detailed. <input type="checkbox"/> Work with numbers. <input type="checkbox"/> Work with speed and accuracy.	<input type="checkbox"/> Clerical/Office Aide <input type="checkbox"/> Teacher's Aide <input type="checkbox"/> Library Aide <input type="checkbox"/> Data Entry <input type="checkbox"/> Journalism/Photography <input type="checkbox"/> Other
<input type="checkbox"/> PEOPLE	<input type="checkbox"/> Care about people and their needs. <input type="checkbox"/> Speak and communicate clearly and effectively to influence people's action. <input type="checkbox"/> Give or follow written and oral instructions. <input type="checkbox"/> Deal with and relate to the young, elderly, care-bound or disabled. <input type="checkbox"/> Resolve conflicts between two parties. <input type="checkbox"/> Perform before an audience or make presentations to a group.	<input type="checkbox"/> Hospital Aide/Attendant <input type="checkbox"/> Child Care Aide <input type="checkbox"/> Recreation Aide/Swim Aide/ Arts & Crafts Activity Aide <input type="checkbox"/> Office Receptionist <input type="checkbox"/> Journalism/Photography <input type="checkbox"/> Peer Coaching <input type="checkbox"/> Theatre Arts
<input type="checkbox"/> THINGS	<input type="checkbox"/> Work with hands. <input type="checkbox"/> Work with tools or light equipment. <input type="checkbox"/> Work with plants or animals. <input type="checkbox"/> Lift, pull, or move materials/objects. <input type="checkbox"/> Follow technical instructions that may be verbal, written or in the form of charts. <input type="checkbox"/> Work in a warehouse.	<input type="checkbox"/> Building/Grounds Maintenance Aide <input type="checkbox"/> Materials Handler/Laborer/ Warehouse Assistant <input type="checkbox"/> Food Service Aide <input type="checkbox"/> Structural Painting <input type="checkbox"/> Animal Shelter Aide

Participant Signature _____

Date _____

Parent/Guardian Signature _____

Date _____



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TANF SUMMER YOUTH APPLICATION

Application Number
Agency Code TANF
Social Security Number

CalWorks Case Number		Application Date		Last Name		First Name / Middle Initial	
Street Address (Residence)				City / State (Residence)		ZIP (Residence)	
Phone ()		Message Phone ()		Cell Phone ()			
Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility to Work in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Birthdate		Age
	Alien Doc #						
Race (select one or more) <input type="checkbox"/> AA Asian Indian <input type="checkbox"/> AB Cambodian <input type="checkbox"/> AC Chinese <input type="checkbox"/> AD Filipino <input type="checkbox"/> AE Guamanian <input type="checkbox"/> AF Hawaiian <input type="checkbox"/> AG Japanese <input type="checkbox"/> AH Korean <input type="checkbox"/> AI Laotian <input type="checkbox"/> AJ Samoan <input type="checkbox"/> AK Vietnamese <input type="checkbox"/> AL Other Asian/Pacific Island <input type="checkbox"/> AO Other Asian <input type="checkbox"/> BL Black - Not Hispanic <input type="checkbox"/> HI Hispanic <input type="checkbox"/> NA American Indian/Alaskan Native <input type="checkbox"/> WH White - Not Hispanic			Pregnant / Parenting Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No		
			School/ District/Grade Level		Family TANF <input type="checkbox"/> Yes <input type="checkbox"/> No		Foster Child <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Signature of Interviewer				95 Staff ID		Date	
Signature of Reviewer				96 Reviewer ID		Date	

Signature of Client		Date	Signature of Parent, Guardian or Responsible Adult		Date
Remarks:					

Please Use Black or Blue Ink Only

Updated 3/2016 – EPD