



Princeton Human Services Summer Youth Employment Program 2015

Who can apply?

Any resident or student attending Princeton High between the ages of 14 –17 as of July 6, 2015 whose income does not exceed 300% of the 2014 US Federal Guidelines based on family size. *Must be U.S. citizens or permanent residents*

How do I apply?

Fill out an application & get your working papers!
See instructions attached.



School
family
Poverty



SYEP provides valuable learning experiences:

- Learn how to write a professional resume.
 - Learn interviewing techniques.
- Gain valuable experience and build your professional network.

Salaries are \$8.38/hour

Mandatory events are listed on the **“Important Dates”** sheet. *In order to participate in the program, you must attend these events.*

STARTING APRIL 10TH, 2015

Applications will be available at:

- PHS- guidance counselor’s office
- Princeton Human Services office &
- the Human Services website
<http://www.princetonnj.gov/human-services.html>



APPLICATION DEADLINE

Friday, May 15th, 2015

Princeton Human Services
One Monument Drive
Princeton, NJ 08542
P: 609-688-2055
ENeira@princetonnj.gov



Princeton Human Services
Summer Youth Employment Program 2015

IMPORTANT DATES:

APPLICATION DEADLINE: FRIDAY, MAY 15TH

PARENT/STUDENT ORIENTATION: THURSDAY, MAY 14TH – 6:00PM

MAIN MEETING ROOM – One Monument Hall

JOB READINESS WORKSHOP 1: TUESDAY, MAY 19TH – 3:30PM

COMMUNITY ROOM – 400 WITHERSPOON STREET

JOB FAIR: THURSDAY, JUNE 4TH – 3:30PM

JOHN WITHERSPOON MIDDLE SCHOOL

JOB READINESS WORKSHOP 2: JUNE 25th – 3:30 PM

COMMUNITY ROOM – 400 WITHERSPOON STREET

Employment Period: July 6 – August 21, 2015



Princeton Human Services

Summer Youth Employment Program 2015

APPLICATION INSTRUCTIONS

The Summer Youth Employment Program is open to youth ages 14 through 17, living in Princeton or attending Princeton High School, and whose family meets a maximum income requirement.

Eligibility:

- Applicant must be at least 14 years of age but not over 17 years of age by **July 6, 2015**.
- Applicant and parent(s) and/or legal guardian(s) must be residents of Princeton or the participant attends Princeton High School.
- Family income must fall under 300% of the [2014 Federal Poverty Guidelines](#) based on family size as published by the US Department of Health & Human Services.
- Applicant must attend all mandatory events and activities.
- Applicant should be able to participate for the entire of the program.
- Applicant must have a physical within one year of the work start date.
- Applicant must have completed working papers as required by NJ State Law.

To participate in the Summer Youth Employment Program this summer:

1. Complete the application form.
2. Obtain required documentation.
 - a. Photocopy of applicant's Social Security Card
 - b. Photocopy of applicant's school ID or school record (e.g. report card)
 - c. Copy of contributing parent(s)/legal guardian(s) 2014 Income Tax return or proof of family income
 - d. Student working papers (available from Princeton Public Schools)
 - e. Copy of permanent resident card or other authorization for work if participant is not a citizen of the United States.
 - f. Complete the Employment Eligibility Verification (I-9 Form)

These documents must be submitted with your application in order for it to be accepted. Application also needs to be signed by both applicant and parent/legal guardian.

3. Return your completed application by the deadline date with required documentation to the Princeton Human Services office.

The **DEADLINE** for submitting your application is **Friday, May 15th, 2015**. Depending on the number of applications, a lottery or interviews may be necessary to determine applicants who will be offered a position in the Summer Youth Employment Program.

Submission of an application does not guarantee eligibility or placement in the program.



**Princeton Human Services
Summer Youth Employment Program 2015**

APPLICATION

STUDENT INFORMATION: Please print clearly		
Last Name:	First Name:	Middle Initial:
Social Security Number:	Birth date:	Age as of July 6th:
Street Address (number and Street)		Zip Code:
Home Phone Number:	Cell Phone Number:	E-Mail Address:
Current School:	What is your current grade level?	Gender:
Did you participate in the SYEP last summer? (circle one)		Yes No
Name of Parent(s)/Guardians(s)		
Emergency Contact Name:		Emergency Contact Number:
Total family income (gross) for the prior calendar year:		Number of family members in your household?
CERTIFICATION STATEMENT		
I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under the law and to civil action for the return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.		
Applicant Signature	Date	Parent/Guardian Signature Date

For Office Use Only:	These documents MUST be included with the application in order to be accepted.
Date:	Document:
	Photocopy of Applicant's Social Security Card
	Photocopy of Applicant's School ID or school record (e.g. report card)
	Copy of contributing parent(s)/legal guardian(s) 2012 Income Tax return or proof of family income
	Student working papers
Application #:	Date received: Staff's Signature: