

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

2018 Mayor's Summer Youth Employment Program



What is MSYEP and am I eligible?

MSYEP is a six-week summer job program for **Cambridge residents** who will be 14 as of July 2, 2018. You are eligible to participate until the summer following your high school graduation. Youth who would miss more than 5 working days between July 2 and August 10 are not eligible to participate. You must be authorized to work in the U.S.

How do I apply?

Fill out the attached double-sided application completely. **Be sure to write your name the way it appears on your Social Security Card. Make sure you AND your parent/guardian sign the back of the application and your parent/guardian ALSO signs the attached CORI form.**

When and where can I turn in my application?

Each youth must bring their own application in person:

Monday, April 23 - Friday, May 4, 2018

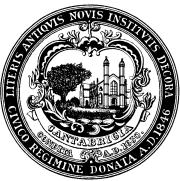
Office of Workforce Development 51 Inman Street, 1st Floor	OR	Cambridge Rindge and Latin School 459 Broadway, Main Cafeteria
Mon. 2:30-7:00pm, Tues. - Fri. 2:30-4:30 pm		Mon. - Fri. 2:30-4:30 pm

All complete applications turned in during this period will be considered on time. MSYEP is NOT a first-come/first-served program, but we encourage applicants not to wait until the last day. If the program cannot accept all applicants, on-time applicants will be placed in a lottery.

U.S. Citizens must bring:			
Original Birth Certificate AND a photocopy	AND	Original Social Security Card AND a photocopy	AND Either a Report Card, Photo ID or Medical Record AND a photocopy
- OR -			
Original US Passport AND a photocopy	AND	Original Social Security Card AND a photocopy	
Non-U.S. Citizens must bring:			
Original Resident Alien Card or Permanent Resident Card or Employment Authorization Card AND a photocopy	AND	Original Social Security Card AND a photocopy	

All applicants must turn in their own application and review it with a program staff person. You may have to wait if there is a line. All applicants must complete a CORI (Criminal Offender Record Inquiry) form (attached) to meet state regulations. All applicants will be notified of acceptance by mail, so make sure your address is complete and legible.

If you are unable to meet any of the requirements listed on this page or have questions, please contact George Hinds at 617-349-6268 or ghinds@cambridgema.gov as soon as possible to see if alternate arrangements can be made.



The Office of Workforce Development is a division of the City of Cambridge Department of Human Service Programs

Brief Descriptions of Types of Work Available

NOTE: 7th & 8th graders will be assigned to worksites by MSYEP; only 9th - 12th graders will have the opportunity to express a preference for the types of work below:

Work with Senior Citizens: Responsibilities might include leading or participating in games or physical fitness activities with seniors, serving snacks or meals, answering questions or providing basic assistance to seniors in a supported setting.

Community Action Projects: You will work with a group of other teens (and a supportive adult) on a project or projects, usually with a theme. Descriptions of some of this year's specific community action projects can be found at www.cambridgema.gov/dhsp/msyep.

Arts/Theater/Music: Both visual and performing arts programs are available, including photography, dance, acting, theater technical support, set design, lyric writing, musical performance, music production and graphic design. Responsibilities might include: producing art, theater or dance; participating in a performance; or teaching others.

Office or Library Work: Responsibilities might include filing, shredding, photocopying, scanning, organizing, collating, cleaning, putting together mailings, running errands, making or answering phone calls, interacting with clients. Library work is primarily shelving books. Almost exclusively indoor, individual work in quiet environments.

Science, Technology, Engineering and Mathematics (STEM): Responsibilities might include learning and using new computer skills, including coding, or doing office work or community action projects in a scientific or technical setting, or applying scientific or mathematical theories to solve problems.

Media and Web Production: Responsibilities might include writing, storytelling, filming, editing, acting, graphic design, photography, basic web design, work-related social networking.

Working with Children in Daycare or Preschool Programs: Responsibilities might include leading games or activities with children, modeling behaviors for children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on short field trips to local parks, going in sprinklers or wading pools, all with children under age 5. **Due to state regulations, 14 year-olds cannot be assigned to work in daycare or preschool programs.**

Working with Children in Summer Camps: Responsibilities might include leading games or activities with children, modeling behaviors for children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on trips which may require going in the water at beaches or pools, participating in sports and physical activities with children ages 4-13.

Landscaping and Maintenance: Responsibilities might include cleaning, organizing, lifting and moving furniture, using light tools, painting, raking, sweeping, mopping. Work is often outdoors.

Check out www.cambridgema.gov/dhsp/msyep for more information and other opportunities.



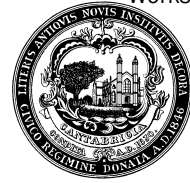
The Mayor's Summer Youth Employment Program does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation, or disability. MSYEP will provide auxiliary aids and services, written materials in alternative formats and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request.



Mayor's Summer Youth Employment Program

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE



Application Number _____

Worksite Number _____

YOUTH APPLICATION • JULY 2-AUGUST 10, 2018

Carefully read the cover sheet and follow the instructions.

Incomplete forms or failure to bring all of the appropriate documents will result in you being turned away. Make sure a parent or guardian has signed the back of the application. **No Exceptions!**

PLEASE PRINT CLEARLY

Name: _____
Last First Middle

Address: _____
Number and Name of Street Apt. # Zip Code

Cell Phone: ____-____-____ Email Address: _____

Home Phone: ____-____-____ Age: ____ Date of Birth: ____/____/____ Gender: _____

Ethnicity (circle) (optional): White Black Latino Asian American Indian Other: _____

Parent/Guardian Full Name: _____ Daytime Phone: ____-____-____

Please list any languages you speak fluently (*other than English*): _____

Current Grade: ____ Name of Your School: _____

Are you enrolled in an ESOL (English for Speakers of Other Languages) program in your school? Yes No
If yes, what level: ____ Beginning (1-2) ____ (Intermediate 3-4) ____ Advanced (5-6)

Are you eligible for Free or Reduced Cost Lunch? Yes No T-Shirt Size (Circle): S M L XL 2XL

Work Experience and Interests

Do you work for the City of Cambridge currently? Y N or Have you worked for the City in the past? Y N
If yes, which department? ____ MSYEP ____ Recreation ____ Library ____ Other (please list): _____

Please describe your most recent job if you have worked before.

Where? _____ When? _____

What skills did you learn at this job? _____

Circle the THREE phrases below that best describe you:

- High energy
- Creative
- Quiet
- Focused
- Like being busy
- Organized
- Like new challenges
- Enjoy Meeting new People
- Prefer more structure
- Like being outdoors
- Work best independently
- Work best in a group

7th - 8th graders will be assigned to worksites; only 9th - 12th graders should indicate their preference below:

What type of work are you interested in? (See descriptions elsewhere in this packet for more info.)

From the following list, please **WRITE** your top **THREE** preferences in the spaces provided:

- Work with senior citizens
- Office/Library work
- Media/Web production
- Arts/Theater/Music
- Work with children in daycare
- Science Technology Engineering & Math
- Landscaping/Maintenance
- Work with children in camps
- Community action projects

1. _____ 2. _____ 3. _____

1st Choice

2nd Choice

3rd Choice

Of the nine types of work listed above, I am **NOT** interested in doing: _____

If you have a specific worksite request, list it here: _____

(please note: this does NOT guarantee a placement)

Tell us your hobbies, your special skills or something you want to learn—it can help us match you with a job!

What hours can you work? Only AM Only PM Either

Will you be enrolled in summer school?
 Yes No (Notifying us early
will help MSYEP find appropriate jobs)

Are you able to work for the entire six weeks? (July 2 - Aug. 10)
 Yes No
If no, what dates will you be absent? _____

(Optional) This information will be used for affirmative action purposes only.

Do you have a disability, an IEP or §504 Plan? Yes No

I hereby certify that the information on this application is correct to the best of my knowledge.

Applicant Signature

Date

I hereby certify that the applicant listed above is a resident of the Cambridge and has my permission to participate in all activities associated with the Mayor's Summer Youth Employment Program. I also give permission for images/recordings of my child to appear in city publications and websites or program-related media accounts including print, video and internet publications.

Parent/Guardian Signature

Date

Any falsification of information will result in dismissal from the Mayor's Summer Youth Employment Program, as well as exclusion from future program participation.

Completed applications must be returned in person at one of the following locations:

Date

Apr 23 - May 4

Place

Office of Workforce Development
51 Inman Street, 1st Floor

Time

2:30-7:00 pm Mon.
2:30-4:30 pm Tues. - Fri.

Apr 23 - May 4

Cambridge Rindge and Latin School
Main Cafeteria

2:30-4:30 pm Mon. - Fri.

For Office Use Only

____ Resident Card

____ Medical Record

____ I-9 Form

____ Birth Certificate/Passport

____ School Record

____ W-4 Form (Claim: 0 1 E)

____ Social Security Card

____ CORI

____ Date of Application



PLEASE COMPLETE & RETURN WITH APPLICATION

Parents/Guardians:

Because of state regulations governing employment, we are required to conduct criminal record checks on **all** staff and volunteers who may work in our summer camp programs. Since a significant number of jobs in the Mayor's Summer Youth Employment Program (MSYEP) involve working with children in licensed camps, we will need to conduct criminal record checks on all MSYEP participants. The law requires us to conduct these checks for all participants as young as age fourteen.

In order for your child to be considered for MSYEP, we need you to provide the following information and then to sign the bottom of this form. This form must be returned with your child's application. The information provided below will be used to help ensure accurate results from the Criminal History Systems Board. Any and all results from this check will be kept strictly confidential.

Information obtained from the criminal record inquiry **will not** prevent an applicant from participating in MSYEP. If your child's check results in a finding with the Criminal History Systems Board, they will be contacted during the summer and invited to come in and review the results to ensure accuracy and understand what employers may see when conducting CORI checks.

Please print the following information:

MSYEP applicant's full name: _____ Gender: _____

Date of Birth: ____ / ____ / ____ Social Security Number: ____ - ____ - ____
MM DD YY

List any states (besides Massachusetts) in which MSYEP applicant has lived during the last five years:

Full names of both of the applicant's parents. If a name has changed due to a marriage or other reasons, please include the **original** full name.

Parent 1 Full Name (First and Last)

Parent 2 Full Name (First and Last)

I, _____, have read and understand the information above.
[print parent/guardian full name]



Parent/Guardian Signature

Date