

# MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

## 2017 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 at least 14 as of July 5, 2017. You are eligible to participate until the summer following your high school graduation. Youth who would miss more than 5 working days between July 3 and August 11 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 your name matches the way it appears on your Social Security Card.** Carefully rank your choices for the type of work you want to do, and list one type of work you do not want to do. **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 his or her own application **in person**:

**Monday, April 24 - Friday, May 5, 2017**

Office of Workforce Development  
51 Inman Street, 1st Floor

or

Cambridge Rindge and Latin School  
459 Broadway, Main Cafeteria

**Mon 2:30-7:00pm, Tue-Fri 2:30-4:30 pm**

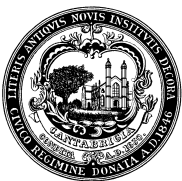
**Mon-Fri 2:30-4:30 pm**

All complete applications turned in during this period will be considered on time. MSYEP is NOT a first-come/first-served program. If the program cannot accept all applicants, on-time applicants will be placed in a lottery.

U.S. Citizens must bring:			
Original Birth Certificate <u>AND</u> a photocopy	<b>AND</b>	Original Social Security Card <u>AND</u> a photocopy	<b>AND</b>
Either a Report Card, Photo ID or Medical Record <u>AND</u> a photocopy			
- OR -			
Original US Passport <u>AND</u> a photocopy	<b>AND</b>	Original Social Security Card <u>AND</u> a photocopy	
Non-U.S. Citizens must bring:			
Original Resident Alien Card or Permanent Resident Card or Employment Authorization Card <u>AND</u> a photocopy	<b>AND</b>	Original Social Security Card <u>AND</u> 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 call George Hinds at 617-349-6268 or email [ghinds@cambridgema.gov](mailto: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

**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.

**Environmental Projects**—Responsibilities might include: working as an individual or as part of a team, working indoors and outdoors, doing research, collecting data or specimens from nature, making phone calls or visits to local businesses, writing.

**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](http://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. Almost exclusively indoor, individual work in quiet environments.

**Science, Technology, Engineering and Mathematics (STEM)**—Responsibilities might include learning and utilizing 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 the children, modeling behaviors for the 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](http://www.cambridgema.gov/dhsp/msyep) for more information and other opportunities.



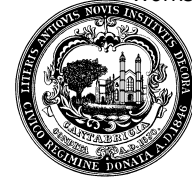
The Mayor's Summer Youth Employment Program does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation, or disability. MSYEP will provide auxiliary aids and services, written materials in alternative formats and reasonable modifications in policies and 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 3-AUGUST 11, 2017

**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

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
- Arts/Theater/Music
- Media/Web production
- Landscaping/Maintenance
- Environmental projects
- Office/Library work
- Work w/children in daycare
- Work w/children in camps
- Community action projects
- Science Technology Engineering & Mathematics
- Other: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
1<sup>st</sup> Choice 2<sup>nd</sup> Choice 3<sup>rd</sup> Choice

Of the ten 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 3-Aug. 11)  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 City of 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:**

<u>Date</u>	<u>Place</u>	<u>Time</u>
Apr 24—May 5	Office of Workforce Development 51 Inman Street, 1 <sup>st</sup> Floor	2:30-7:00 pm Mon. 2:30-4:30 pm Tues.-Fri.
Apr 24—May 5	Cambridge Rindge and Latin School Main Cafeteria	2:30-4:30 pm Mon.-Fri.

**Questions? Call the Office of Workforce Development at 617-349-6234**

**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, she or he 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 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