

Montgomery County's

Summer Youth Jobs Program

Making summer a season of growth.

Thank you for considering providing a work experience to a young person, which will ensure a successful experience for you and the young person. Additional sheets or job descriptions may be attached if necessary

Questions may be directed to Janelle Cauthen at 301-495-0441 ext. 223 or to janelle@layc-dc.org or fax form to 301-585-0115.

Please return completed application as soon as possible! (Please begin typing your answers in the grey boxes)

REGISTRATION FORM				DATE:	
Worksite Name:				Phone:	() -
Street Address:					
City:	State:		ZIP:		
Contact Person:	Title:		Email:		
EIN#					
Type of Business:	<input type="checkbox"/> Government	<input type="checkbox"/> Non-Private	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Other
Worksite Supervisor (if different):	Title:		Phone:	() -	
Preferred Work Hours:					
Please indicate if you can accommodate flexible work hours:			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Please list all titles for youth position (s) and check off the best description below.					
Job Title:			Job Title:		
Number Requested:			Number Requested:		
<input type="checkbox"/> Working w/ senior citizens or young children			<input type="checkbox"/> Working w/ senior citizens or young children		
<input type="checkbox"/> Office work			<input type="checkbox"/> Office work		
<input type="checkbox"/> Government			<input type="checkbox"/> Government		
<input type="checkbox"/> Health Care/Science			<input type="checkbox"/> Health Care/Science		
<input type="checkbox"/> Landscaping			<input type="checkbox"/> Landscaping		
<input type="checkbox"/> Video Production			<input type="checkbox"/> Video Production		
<input type="checkbox"/> Arts/Theatre Project			<input type="checkbox"/> Arts/Theatre Project		
<input type="checkbox"/> Sports & Recreation			<input type="checkbox"/> Sports & Recreation		
<input type="checkbox"/> Other, describe:			<input type="checkbox"/> Other, describe:		
Total Number of Youth Requested:					
Identify three to five tasks that will be the primary responsibilities of the youth participants.					

Does this position have any specialized skill? If so, please describe		
Please identify a total of four of the following skills/competencies (at least one from each category) which youth will develop as a result of this job.		
Work Maturity Skills	Personal Skills	Work-Related Skills
<input type="checkbox"/> Working independently	<input type="checkbox"/> Teamwork	<input type="checkbox"/> Use of work-related equipment
<input type="checkbox"/> Punctuality	<input type="checkbox"/> Effective communication	<input type="checkbox"/> Use of computers/internet
<input type="checkbox"/> Dress professionally	<input type="checkbox"/> Teaching others	<input type="checkbox"/> Office procedures
<input type="checkbox"/> Taking initiative to learn new skills	<input type="checkbox"/> Exercising leadership	<input type="checkbox"/> Supervision of children
<input type="checkbox"/> Other, please explain:	<input type="checkbox"/> Other, please explain:	<input type="checkbox"/> Other, please explain:
In the event that the worksite supervisor will be away for a portion of the summer (such as for vacation), please indicate dates, and to whom the youth should report during that time:		
Request for specific youth: (The request for specific youth does not guarantee their placement with your organization but your request will be considered during the placement process)		
Upon return of this application, you will be notified as to your acceptance as a worksite for the program. Approved worksites will be required to provide a schedule of their daily program activities. Please be advised that all youth will participate in weekly development workshops and the program will make visits to the sites to monitor the summer activities of the participants		
A worksite supervisor orientation will be held.		
All worksite supervisors are required to attend the orientation. You will meet your summer program coordinator and receive a list of youth who will be working at your site.		
Questions may be directed to Janelle Cauthen at 301-495-0441 ext. 223 or to janelle@layc-dc.org or fax form to 301-585-0115.		
Thank you for your support of the Montgomery County Summer Jobs Program!		