



Private Sector Job and Internship Worksite Agreement

(Note: Please submit one job or internship agreement per department)

Company Name: _____	Supervisor: _____
Address: _____	Phone Number: _____
City: _____ ZIP: _____	Fax: _____
Contact Person: _____	Title: _____
Department: _____	

Date job or internship will start _____

Date job or internship will end _____

Please check which career field(s) apply to this job or internship

- | | |
|---|---|
| <input type="checkbox"/> Agriculture and Environmental System | <input type="checkbox"/> Health Science |
| <input type="checkbox"/> Arts and Communication | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Business and Administration Services | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Construction Technologies | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Law & Public Safety |
| <input type="checkbox"/> Engineering and Science Technologies | <input type="checkbox"/> Manufacturing Technologies |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Government and Public Administration | <input type="checkbox"/> Transportation Systems |

Position	Number of Youth Requested	Days/Week	Hours	From – To	Hourly Rate

DESCRIPTION: The **duties** to be performed by the Y.O.U. participants and the **skills** to be taught for the position listed above:

Duties:

Skills to be taught:

What skills are preferred (Microsoft Office, Data Entry, Customer Service, Strong Communication, etc.)?

Other Requirements:

If you need additional space for more positions, please copy this request.
over

The Company named on page 1 agrees to:

- 1.) Assure that minor age participants under the age of 16 will not be scheduled to work without proof of Work Permit.
- 2.) Provide for experienced supervision with a ratio of at least one (1) supervisor to every youth (for internships). Also, the Company provides the assurance that participants will be evaluated on their progress and performance at least once during summer placement, monthly during a year round placement.
- 3.) Provide a safe and healthy work environment with sufficient equipment and materials to carry out assignments that will occupy the participants working time.
- 4.) Abide by all Federal, State, Local labor laws and civil rights provisions, as well as regulations and policies established by the Ohio Department of Human Services. The company further certifies that participants WILL NOT be placed in positions currently affected by hiring freezes, lay-off and/or labor disputes.
- 5.) The company additionally agrees to provide:
 - a. Provide a thorough orientation to the job and training site. Structure learning by assigning appropriate work tasks. The student intern is expected to have a well-rounded and varied career learning experience.
 - b. Provide evaluation of job performance, time for consultation with, and on-site monitoring visits by authorized staff.
 - c. Reasonable access for Youth Opportunities Unlimited (Y.O.U.) to access to all applicable records; and the facilitation of monitoring visits by Y.O.U. staff and/or their agents.
 - d. Consult Employment Specialist regarding concerns related to the work experience, and contact promptly before considering suspension, transfer, or termination.
 - e. Complete an employer satisfaction survey at the completion of the job or internship.

Name and Title of Company's Authorized Representative

Signature

Date

UNION CONCURRENCE

Applicable Non-Applicable If Applicable:

Program using worksites where collective bargaining or working agreements exist must have written concurrence of the labor organizations and employer. The undersigned representative of the collective bargaining agency concurs in the use of this worksite for the sole purpose of providing work experience to summer youth through the Youth Opportunities Unlimited Internship Program.

As the Representative of Local #) _____,
Name

Date

Hereby submit my concurrence to Youth Opportunities Unlimited for the Internship Program.

When completed, fax to Dominic D. Murray at 216/566-5981 and then mail original to:

Youth Opportunities Unlimited
Attn: Dominic D. Murray
1361 Euclid Avenue
Cleveland, OH 44115