

Instructions for Completing The Just About Jobs Worksite Agreement Form

A WORKSITE AGREEMENT FORM must be completed by every agency desiring youth workers for the 2009 Summer Employment Program.

- A separate form must be completed for each individual worksite and for each department that serves as a worksite.
- All forms must be filled out completely.
- Please type or print legibly.

I. AGENCY DATA: Specify the name of the agency, full address including city and zip code, the name of contact person including their telephone and fax.

II. WORKSITE DATA: Indicate the appropriate Department or Worksite name, address and department head. Also include the number of youth requested for THIS DEPARTMENT OR WORKSITE ONLY.

III. EMPLOYER STATUS: Please indicate if you are Non-Profit Organization or a Government Agency

- IV. SESSION PREFERENCE with the NUMBER OF YOUTH REQUESTED:
- a. There are two sessions: Choose your session preference, if applicable.
 - b. List number of youth requested in each session.
 - c. Committing to both sessions will result in a 4 week overlap where you will have youth from both sessions in attendance simultaneously beginning July 6th through July 31st.

The overlap period (if you're selecting youth for both summer sessions) is indicated on this calendar:

Summer 2009							
22	23	24	25	26	27	28	Session I (6 weeks): June 22– July 31
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	4 week overlap of sessions—July 6—July 31
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	Session II (6 weeks): July 6—August 14
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	

Continued

V. POSITION DESCRIPTION DATA

- a. Position: Describe the occupational category, the number of youth requested for each category, the actual days of the week (e.g. Monday-Friday) youth will work, and the specific hours they're required at the worksite. Indicate the name and telephone number of the supervisor who will be directly responsible for eight (8) to twelve (12) youth.
- b. Position Description: Briefly describe the responsibilities and the type of work youth will do. List any specific work skills and/or abilities the job requires.
- c. Special Requirements to fulfill employment expectations: Briefly list any special requirements (Example: male or female only, youth with lifeguard experience, possess graphic design skills, etc.)

Complete the Position Description Data for each position within the same department.

VI. ADDITIONAL DATA:

- a. Read the procedures paragraph carefully. The person authorized to commit the agency to the summer program must print, sign and date their name on the designated lines.
- b. The Department Head who will receive the youth must also print, sign, and date their name, signifying they are prepared and aware they will receive the number of youth indicated for the positions.
- c. Collective Bargaining Sites: All schools and worksites where collective bargaining or working agreements exist **MUST HAVE** written concurrence of the labor organization prior to the submission of the application. Have the union president/steward sign on the designated line and indicate the date of signing.

Submission of this request does not guarantee selection as a Y.O.U. Worksite.

Please do all three of the following:

1. Make a copy of the completed Worksite Agreement Form for your records,
2. Fax original to Pamela Floyd Macer at Y.O.U. at (216) 566-5981- OR email original to pmacer@youthopportunities.org, and then
3. Mail the original to:

Youth Opportunities Unlimited
Attn: Pamela Floyd Macer
1361 Euclid Avenue
Cleveland, OH 44115

Thank you!