



Are you a Lawrence, Haverhill or Methuen Youth,  
age 14 to 21 and Interested in a Paid Summer Job?

# 2018 SUMMER JOBS PROGRAM

Applications available at School Guidance Offices and at the following web sites:

[WWW.MVWIB.Org](http://WWW.MVWIB.Org) & [ValleyWorks.cc/youth.htm](http://ValleyWorks.cc/youth.htm)

**APPLICATION DEADLINE: FRIDAY, APRIL 27<sup>th</sup>, 2018**

**APPLY TODAY!**

Drop-off your completed application before the deadline during the days, times indicated at the locations listed below. You must bring along any documents required (see reverse), to determine program eligibility. Your application will be reviewed by a **MVWIB/ValleyWorks YouthWorks Staff**.

## LAWRENCE

Merrimack Valley WIB/  
ValleyWorks Career Center

255 Essex Street,  
Lawrence, MA 01840  
(978) 722-7086

Mondays, Wednesdays & Thursdays  
2:00 pm - 4:00 pm

Lawrence High School

Main Campus - Room B-226

Mondays & Wednesdays  
11:00 am - 1:00 pm

## HAVERHILL

ValleyWorks Career Center  
@ Northern Essex CC

100 Elliott Street, SC-Behrakis One Stop  
Center, Rm 118. Haverhill, MA 01830  
(978) 241-4730

Tuesdays  
2:30 pm - 4:00 pm

Haverhill High School

Library

Tuesdays & Thursdays  
11:00 am - 1:00 pm

*Attention!*

- PARTICIPANTS DETERMINED BY PARTNERS & A LOTTERY PROCESS
- DO NOT FAX OR MAIL APPLICATIONS





**YouthWorks Staff Only:**  
 Complete:  Yes  No  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

## YouthWorks Summer Jobs Program List of Required Documents to Determine Eligibility

**For EACH of the 7] or 8] basic criteria listed below, you must submit ONE (1) of the document(s) listed\*\***

Youth Full Name: \_\_\_\_\_

<p><b>1] Social Security</b></p> <p><input type="checkbox"/> Original Social Security Card must be presented</p> <hr/> <p><b>2] Date of Birth &amp; U.S. Work Authorization</b> Documents cannot be expired as of 6/25/2018</p> <p><input type="checkbox"/> Certificate of Birth in the United States (U.S. Birth Certificate)</p> <p><input type="checkbox"/> Puerto Rican Birth Certificate (must be dated on or after 07/01/10 to be valid)</p> <p><input type="checkbox"/> United States Passport or U.S Passport Card</p> <p><input type="checkbox"/> Permanent Alien Resident Card (Copy of BOTH sides)</p> <p><input type="checkbox"/> Foreign Passport with Visible I-551 Stamp</p> <p><input type="checkbox"/> Letter from the Commonwealth of Massachusetts EOHHS Agency specifying date of birth (ONLY for Foster Child and State Custody Youth)</p> <hr/> <p><b>3] Picture ID</b></p> <p><input type="checkbox"/> School ID Card</p> <p><input type="checkbox"/> Massachusetts issued Driver's License or State ID Card (cannot be expired)</p> <p><input type="checkbox"/> The documents below may be acceptable lieu of a Picture ID <i>ONLY if you are under 18:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Record or Report Card</li> <li><input type="checkbox"/> Clinic/Doctor/Hospital Record (<i>i.e. immunization record</i>)</li> </ul> <hr/> <p><b>4] Selective Service Registration</b> This Criteria must be met <b>ONLY</b> if you are a <b>MALE 18 or older</b></p> <p>Please visit the Selective Service System (SSS) <a href="https://www.sss.gov/">https://www.sss.gov/</a></p> <p><input type="checkbox"/> SSS Registration Card</p> <p><input type="checkbox"/> SSS Online Verification/Record</p> <p><input type="checkbox"/> SSS Signed Application</p> <hr/> <p><b>5] Proof of Home Address</b></p> <p><input type="checkbox"/> Massachusetts issued Driver's License or State ID Card</p> <p><input type="checkbox"/> School Record or Report Card containing address</p> <p><input type="checkbox"/> Gas/Electric/Phone or Other Utility Household Bill</p> <p><input type="checkbox"/> Lease agreement</p> <p><input type="checkbox"/> Pay Stub for a Household Member</p> <p><input type="checkbox"/> Letter from a State or Government Agency indicating residency address</p> <p><input type="checkbox"/> Other Official Mail</p>	<p><b>6] Household Income</b></p> <p><input type="checkbox"/> Attached "Proof of Free or Reduced Lunch" form, completed by school authorized staff, sealed/stamped.</p> <p><input type="checkbox"/> Public Assistance Records/Printout</p> <p><input type="checkbox"/> Copy of Food Stamps/SNAP Card AND Current Dated Receipt or letter</p> <p><input type="checkbox"/> Last 4 Pay Stubs/Unemployment Stubs AND Previous year W-2 (for parents within the household)</p> <p><input type="checkbox"/> Social Security or SSDI Benefits Letter</p> <p><input type="checkbox"/> Housing Authority Income Verification</p> <p><input type="checkbox"/> Court Award Letter</p> <p><input type="checkbox"/> Written statement from other Federal, State, or Local Agency (DCF, DYS, DMH, etc....)</p> <p><input type="checkbox"/> Homelessness</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shelter/Social Service Agency Letter</li> <li><input type="checkbox"/> Applicant Statement (<i>Ask YouthWorks staff for form</i>)</li> </ul> <hr/> <p><b>7] Household Size – SKIP, ONLY if "Free or Reduced Form" was submitted, signed &amp; stamped/sealed by the school.</b></p> <p><input type="checkbox"/> Health cards for <b>ALL</b> the family members living in the Household</p> <p><input type="checkbox"/> US Birth Certificates for <b>ALL</b> family members</p> <p><input type="checkbox"/> Lease agreement with ALL family members living in the Household listed</p> <p><input type="checkbox"/> Public Assistance/Social Service/Public Housing Agency Record Listing Family Members</p> <p><input type="checkbox"/> Letter from Commonwealth of Massachusetts EOHHS Agency (If Foster Child and State Custody Youth)</p> <p><input type="checkbox"/> Applicant Statement (Ask YouthWorks staff for form)</p> <hr/> <p><b>8] ONLY IF APPLICABLE - Youth Risk Factors</b></p> <p><input type="checkbox"/> DYS/Probation Letter indicating Court Involved (Juvenile arrest, gang-involved, probation, CHINS, DYS-committed)</p> <p><input type="checkbox"/> DCF Letter indicating State Custody – (Foster Care, or Former Foster Status)</p> <p><input type="checkbox"/> Homelessness or runaway youth-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from Shelter/Social Service Agency</li> <li><input type="checkbox"/> Applicant Statement (<i>Ask YouthWorks staff for form</i>)</li> </ul> <hr/> <p><b>Other Factors</b></p> <p><input type="checkbox"/> Individualized Education Program Report - Pages 1 &amp; 2</p> <p><input type="checkbox"/> 504 Plan – Pages 1 &amp; 2</p>
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# APPLICATION DEADLINE: FRIDAY, APRIL 27<sup>th</sup>, 2018

**\*\*Only completed and signed applications with valid documentation will be accepted and entered in the Lottery\*\***



Location: 255 Essex Street, 4<sup>th</sup> Floor, Lawrence, MA 01840 Phone: (978) 722-7086 Websites: www.mvwib.org ♦ www.valleyworks.cc

**APPLICATION DEADLINE IS FRIDAY, APRIL 27<sup>TH</sup>, 2018**

## YouthWorks Summer Jobs Program Application

Did you participate in YouthWorks in previous years?  Yes  No, If Yes, which year(s)? \_\_\_\_\_

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. / Fl. #: \_\_\_\_\_ City: \_\_\_\_\_ State: MA Zip Code: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Ethnicity:  Hispanic/Latino  African American  Native American  Hawaiian/Pacific Islander  
 Caucasian/White  Asian  Other: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone/Main Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_ Parent Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

### EDUCATION

Are you currently enrolled in Middle School or High School?  Yes  No

Name of Middle or High School Attended: \_\_\_\_\_ School ID#: \_\_\_\_\_

Highest Grade Completed:  7  8  9  10  11  12 High School Graduation Year: \_\_\_\_\_

Will you be attending College in the fall of 2018?  Yes  No (If Yes) Name of the college: \_\_\_\_\_

If you are not in school: Did you drop-out of High School:  Yes  No

Have you attended or will attend a different education program?  Yes  No If Yes, Name of program \_\_\_\_\_

Have you received or are enrolled in a GED/HiSet (High School Equivalency) Program?  Yes  No If Yes, Completion Year: \_\_\_\_\_

### FAMILY INCOME

Number of people living with you in the household: \_\_\_\_\_ Estimate your family income for the last 6 months: \_\_\_\_\_

Are you eligible for Free or Reduced Lunch?  Yes  No If Yes, include a completed Free Lunch verification Form school form \*attached

Are you or any member of your family receiving any of the following?

- TAFDC  EAEDC  SSI/SSDI  Refugee Assistance  Food Stamps/SNAP  Child Support
- Unemployment Insurance Benefits  Workman's Compensation  None

### Check ✓ ALL that Apply

- Court-Involved youth (juvenile arrest, gang- involved, probation, CHINS, DYS Committed.
- Foster Youth or former foster care youth (DCF).
- Currently homeless or a runaway youth.
- Independent Education Plan (IEP) or a disability.
- Teen Parent
- Child of a single, working parent
- Poor academic performance
- Limited English language fluency

**Work/ Volunteer Experience** *(if applicable)*

Job Title: \_\_\_\_\_ Employer/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary per hour: \$\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties/Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Please check  and initial if you agree to the following:**

Initials \_\_\_\_\_ I grant the MVWIB & ValleyWorks Career Center permission to take photographs of me while in their Youth Programs. I authorize the MVWIB & ValleyWorks Career Center, or its delegates, to copyright, use and publish the same in print and/or electronically. I agree that the MVWIB & ValleyWorks Career Center may use such photographs of me with or without my name for any lawful purpose, including publication, illustration, advertising, distribution, public display, video, media, print, promotional materials, and Web content.

Initials \_\_\_\_\_ I am currently attending high school and would you like to be enrolled in Connecting Activities (school to career program for in-school youth).

**Do you have a valid driver's license?** Yes No

**Do you have reliable transportation?** Yes No

**Explanation of Participant Agreement:** the Merrimack Valley Workforce Investment Boards (MVWIB) and ValleyWorks Career Center (VWCC) are funded in large part by federal and state grants. Data helps determine the level of funding for our region in future years.

**Participant agreement:** I allow MVWIB and VWCC to collect information on my future jobs. I agree to provide the information on my post-YouthWorks hire job start date, position title, name and address of employer, starting wage and benefits when I next become employed. I also agree to allow the MVWIB and VWCC to release YouthWorks employment information to prospective employers.

I hereby certify and attest, under penalty of perjury, that the information stated above is true and accurate, and understand that the above information, if misrepresented or incomplete, may be grounds for termination from certain services. I acknowledge that the accuracy of the information for eligibility is subject to external verification and may be released for such purposes. I approve the release of the contents of my application and file to employers, monitors, and other providers. My signature also attests that I have received information regarding my rights to equal opportunity/nondiscrimination and how to file a grievance, including a copy of the notice "Equal Opportunity and the Law" and "How to File a Formal Complaint/Grievance", and that I understand my social security number is being documented for standardized program information reporting purposes; and I have been supplied with a description of the full array of the VWCC Services.

\_\_\_\_\_  
**Youth/Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature - Required If under 18 Years of Age**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**YouthWorks Program Staff Signature**

\_\_\_\_\_  
**Date**

**\*\* ALL INFORMATION OBTAINED ON THIS APPLICATION WILL BE KEPT CONFIDENTIAL \*\***



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## FREE or REDUCED LUNCH VERIFICATION FORM

*IF APPLICABLE: FOR IN-SCHOOL YOUTH ONLY*

**YOUTH OR PARENT MUST HAVE THE SCHOOL COMPLETE AND SIGN THIS FORM**

Family income is an eligibility criteria for publicly subsidized jobs. In-school youth eligible for free or reduced lunch will meet the income and family size guidelines upon providing this form completed by the school staff.

Student Name: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL PERSONNEL ONLY**

This student has been approved and is eligible as defined by National School Lunch Act for:

- Free Lunch**
- Reduced Lunch**

**School stamp, label or seal (required):**

**I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT ACCORDING TO SCHOOL RECORDS.** The information provided in this form will be used solely to determine student eligibility for the Summer YouthWorks Employment Program and is not intended for any other purpose.

School Staff Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Print School Staff Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_

**\*\* ALL INFORMATION OBTAINED WILL BE KEPT CONFIDENTIAL \*\***