

# PRESTON YOUTH EMPLOYMENT SERVICE ~ EMPLOYER

## *Program Policies and Procedures*

### Definition:

The Preston Youth Employment Service is a community based job placement program, matching employment seeking youths with local businesses and residents needing help.

### Purpose:

Preston Youth Employment Service would like to offer a positive developmental experience for local youth, providing them with an opportunity to exercise responsible employee skills. While earning a modest income, participants will gain personal and work references to list on future resumes and job applications. Our secondary purpose is to fulfill short-term and ongoing employment needs for local businesses and residents.

### Requirements:

- Participants must be 13 -18 years old.
- Permission of parent or guardian is required for program enrollment.
- An application form must be completed and signed participant and parent or guardian.
- Wages, hours and other details of employment are established between participant and employer.
- Preston Parks and Recreation does not guarantee quality of workmanship or any other aspect of the employer-employee relationship.
- Parent or guardian must meet employer and maintain an ongoing assessment of employment activity.
- If a job appears unreasonable or dangerous, decline the employment offer and call our office at (860) 889-2482



### Details:

- Participants may specify the type of work they prefer.
- We will attempt to make all matches as geographically close as possible.
- Participant must contact our office to terminate membership in the program.

### Liability:

The Town of Preston has not investigated the backgrounds of either employers or employees and assumes no responsibility for the quality of workmanship, conduct or behavior, or any intentional or negligent acts causing injury by either party. The Town is acting only to match requests for employment with requests for services.

*Thank you for your interest in the Preston Youth Employment Service.*

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## Preston Youth Employment Service • Employer Enrollment Form

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Telephone # (day) \_\_\_\_\_

(evening) \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referrals: (To be completed by office staff)

**Name**

**Phone #**

**Date Contacted**

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*Please return completed application to: Preston Youth Services • 389 Route 2 • Preston, CT 06365*