

PRESTON YOUTH EMPLOYMENT SERVICE ~ YOUTH EMPLOYEE

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.

Preston Youth Employment Service • Youth Employment Application

Name: _____ Today's Date: _____

Address: _____ Date of Birth: _____

Telephone # _____ Gender (Circle one) Male Female Grade: _____

Check type of work desired:

- | | |
|---|--|
| <input type="checkbox"/> Babysitting - Ages Preferred _____ | <input type="checkbox"/> Snow Shoveling |
| <input type="checkbox"/> Painting (interior/exterior) | <input type="checkbox"/> Shopping, Gift Wrapping |
| <input type="checkbox"/> Typing - Wordprocessing | <input type="checkbox"/> Basement or Garage Cleaning |
| <input type="checkbox"/> Yard Work – Mowing – Gardening | <input type="checkbox"/> Housework |
| <input type="checkbox"/> Sport Coaching | <input type="checkbox"/> Tutoring - Subject _____ |
| <input type="checkbox"/> Pet Care | <input type="checkbox"/> Other _____ |

Signature of Applicant

Date

I have read Preston Youth Employment Service Policies and Procedures statement and give my consent for the above listed minor to participate in the Preston Youth Employment Service program. I understand that it is my responsibility to meet potential employers and maintain an updated assessment of my son/daughter's employment activities.

Signature of parent or guardian

Date

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