

# Important Information!

- **Out-of-school** youth may get applications from Allegany County Employment & Training, the Allegany County website or other agencies. Applications and documents must be handed in to Allegany County Employment & Training by May 3, 2019.
- **In-school** youth can pick up applications from their school guidance offices starting April 1, 2019. They are due to be handed back in to your GUIDANCE COUNSELOR before May 3, 2019. Most in-school youth will begin work July 8, 2019 and work for five or six weeks.
- Read the application packet carefully and submit all documents needed to verify your eligibility for the program. Not all youth are eligible to work in SYEP, and applications that are not submitted with documents cannot be verified. *If you have questions, call (585) 268-9237 and ask for Sherry or Donna!*
- You must be between the ages of 14 and 20 to apply for SYEP. Older youth are given priority for jobs.
- You must have **current working papers** if you are 14 - 17 and bring them with you to the Orientation. We will request these if you are hired so please do **NOT** submit working papers with your application!
- Interviews—if you are scheduled for an interview with us, make sure that you show up! Call us ahead of time if you have questions! Not all youth who are selected for the program will have to interview.
- Youth who are accepted into the program must have a **pre-employment physical**. This can be a school physical or a Working Paper Physical that is less than one year old.
- The mandatory **SYEP Orientation**: Each youth (AND a parent or guardian for youth under age 18) must attend one of the Orientations!

**Please keep this brochure for future reference about SYEP!**

Allegany County Employment & Training is an Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

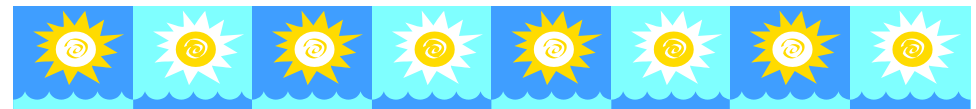


## 2019 Summer Youth Employment Program “SYEP”

Allegany County Employment & Training  
7 Wells Lane  
Belmont, NY 14813  
Sherry Weirich, Youth Services Coordinator  
(585) 268-9445  
Donna Emrick, Job Developer  
(585) 268-9241

### Apply in APRIL for a Summer Job!

Applications available starting  
MONDAY, APRIL 1, 2019



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### What it takes to apply for SYEP:

A completed, signed SYEP Application handed in RIGHT AWAY with all document copies including:

- Copy of your **photo ID** for youth 18 and older
- Copy of your school or Working Paper **physical**
- Copy of your **Social Security Card or Birth Certificate**
- Registration with the **Selective Service System** required for all men 18 or older. Go to [www.sss.gov](http://www.sss.gov)!

\*Current **working papers** for all youth under the age of 18 will be required if you are hired. Please do NOT submit working papers with your application!

#### Eligible Youth:

- Are ages 14–20 (ages 16 and older are given priority)
- Are Allegany County Residents
- Are income-eligible, in foster care, homeless

### What it takes to be selected for SYEP:

- Not everyone who wants money is ready to handle a job, so show us that you are responsible and mature!
- Pay attention to instructions—complete the application and answer all questions. Sign where you need to. Make sure your parent/guardian signs if you are not 18 yet.
- Be on time — hand in your application and documents before the deadline, show up on time for appointments, return phone calls quickly.
- Have a good appearance and manners — Be neat, clean and friendly!

SYEP is funded through  
The Allegany County Youth Bureau  
and Department of Social Services.

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### What happens before SYEP:

With any job, there are steps that must happen before you can start work.

- Contacting you—you **MUST** have a phone number where we can contact you! If we cannot contact you by phone, you are less likely to be hired. You may use message numbers if they are reliable.
- Interviews — If we schedule you for interviews, you must attend! Not all youth require interviews for SYEP.
- The SYEP Orientation is required for **all youth**, and at least one parent/guardian if the youth is under age 18. This is not optional!
- Pre-Employment Physical—If you do not submit a copy of a current school physical or Working Paper Physical, we will require you to get one at Jones Memorial Hospital's Walk-In Clinic.

**\*\*You must have a physical to be in SYEP!\*\***

### What it takes to be successful in SYEP:

- Prove that you are willing to work hard and focus on the job
- Show up for work, on time, every day
- Ask questions if you don't understand something
- Be willing to learn and to improve your skills
- Listen to your supervisor and follow instructions
- Follow the SYEP rules and expectations
- Contact the SYEP Office if you have concerns about your job—we want you to be successful!