



2022 Youth Employment Program Worksite Application

Please read & return to Highland Center or send via email by May 13, 2022

What is YEP?

The Youth Employment Program (YEP) offers young people ages 14-18 work experience and educational sessions to prepare them to be successful in the working environment.

We aim to teach the importance of: professionalism, timeliness, treating others with respect, taking initiative—and many more of the traits employers call “soft skills.”

How It Works

Funds for the program come from a combination of sources – private foundations, county and state governments, local civic organizations, and many more. Funding is used to pay the minimum wage (\$11/hr) of each youth. The Highland Center will handle tax paperwork, Worker’s Comp, etc. for roughly up to 100 hours per student (see next paragraph). The youth’s timesheets will be turned in to the Program Coordinator, and they will receive their paychecks through the Highland Center. Any overage is expected to be paid by the employer (you) in the form of payment to the Highland Center, and the Highland Center will continue to provide the paychecks for the duration of the program. Paychecks will be issued every other week.

This year’s program will run for 10 weeks between June 20th and August 26th for an average of around 10 hours per week (*actual number TBD*). In the past, we have had extra hours for remaining students by mid-Summer. We aim to use all of the money we receive by the end of the program, and sometimes this allows us to shift hours around and offer some more. We also aim to accommodate as many youth as we can, and benefit as many local businesses as possible, so this number is not hard and fast at present. **The YEP Coordinator will keep in contact and keep you updated on the program’s status throughout its duration.**

Employers are expected to fill this application—complete with job description—and turn it in to the YEP Coordinator. The available jobs will be presented to each youth participant, and they will be encouraged to reach out to you for an interview. You can decide how you would like to conduct the interview—whether in person or over the phone. You may also decide who you wish to offer the job to, but we ask that you still offer the chance to interview to whomever is interested. This is for their education. Please let the Coordinator know your choices, and she will make sure everyone is paired up. Our aim is to do this as fairly as possible, and to find the *best* matches for everyone, while making sure the youth are participating in this vital part of getting a job!

Please submit this form to yep@thehighlandcenter.org or drop off at the Highland Center by May 13th.

Students will be recruited early May, shown the job descriptions, and be reaching out to you by the last two weeks of May for an interview. We hope to place each youth in a job by the end of May, and work will start when school lets out, beginning the week of June 20th.

During the employment period, the youth will be filling out timesheets and submitting them to the Highland Center every other week. **These timesheets must be reviewed and signed by the youth’s jobsite supervisor before submission.** A pay schedule will be provided. We ask that you, as the employer, do your best to provide a healthy and safe work environment for these youth. You are expected to be aware of and remain in compliance of all federal and state youth labor laws.

WORKSITE APPLICANTS PLEASE NOTE: Completing this application does NOT GUARANTEE that a YEP student will be provided to you. Participant must be supervised at all times, and all child labor laws followed.



Worksite: _____ EIN: _____

Supervisor Name(s): _____

Best method of contact: _____

Phone: _____ E-mail: _____

Address of Workplace: _____

YEP Student Job Title: _____

Preferred Hours Per Week: _____ Preferred Workdays/Dates: _____

*****Note: We understand that needs change. You will have an opportunity to provide more/different info before the start of the program. For now, please provide your best estimate of the ideal situation for your worksite*****

Job Description: _____

Expected Duties: _____

Required knowledge, skills and abilities:

Special Requirements & Dress

Code: _____

Other Comments: _____

I understand that I will be kept updated on the status of the program's available hours for each employee and will pay the wages + taxes in form of payment to the Highland Center for any additional hours beyond the program's funding.

Worksite Supervisor Signature

Date