



2023 Youth Employment Program **Employer** Application

Please read & return to The Highland Center or send via email by May 12, 2023

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 Exactly Does It Work?

Employer/Youth Matching

- Prospective participants (both employers and teens) submit an application to the Highland Center. Employers include a thorough job description as part of their application.
- Available jobs are presented to each youth participant and they are required to reach out to you for an interview.
- Employers conduct interviews with teens – you may decide how you would like to conduct the interview -- whether that is in person or over the phone. **Even if you know the teen you would like to hire, we ask that you still interview everyone who is interested.** This is critical to giving teens some real world experience and teaching them the process of getting a job.
- Employers determine whom they'd like to hire.
- Employers let The Highland Center's Program Manager know their choice(s), and she will make sure everyone is paired up. Her aim is to do this as fairly as possible, and to find the *best* matches for everyone, while making sure that the youth are participating in process of securing a job!

Program Funding

- 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 subsidize the cost of employing youth at minimum wage (\$12/hr) for up to 100 hours (10 hours per week for 10 weeks).
- We hope to have sufficient funds to subsidize 75% of the cost for each teen. **Employers (you) are expected to contribute a minimum of 25% (\$326) and a maximum of 50% (\$652) of the cost of these 100 hours of employment.**



- **Any hours worked beyond 100 hours must 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.

Payroll & Taxes

- The Highland Center will handle payroll, tax paperwork, worker's comp, etc. for up to 100 hours per student.
- The youth's timesheets will be turned in to the Program Coordinator, and they will receive their paychecks through the Highland Center.
- Timesheets must be reviewed and signed by you before submission.
- Paychecks will be issued every other week – participants will be provided with a payroll schedule.

Program Timeframe

- Worksites must submit the following application to programs@thehighlandcenter.org or drop it off at The Highland Center no later than May 12, 2023.
- In late May teens will reach out to you about your available job(s) and schedule interviews with you.
- Teens and worksites will be matched in late May/early June.
- The employment period of the program will run for the 10 weeks between June 19 and August 25.

What Is Required to Participate?

1. Employers are expected to fill out the following application—complete with job description—and turn it in to the YEP Coordinator at programs@thehighlandcenter.org or drop off at The Highland Center no later than May 12, 2023.
2. Employers interview *all* teens that reach out to them for an interview. Interviews may be held in person or over the phone
3. Employers let The Highland Center's Program Manager know which teen they would like to work with.
4. Once matched, submit payment to The Highland Center for 25-50% of employment costs.
5. Do your very 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.



PLEASE NOTE: Completing this application does NOT GUARANTEE that a YEP student will be provided to you. Teen participants 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 the terms of the Youth Employment Program and I agree to pay 25-50% of the cost of employing a teen for 100 hours as well as all wages + taxes beyond the 100 hours of the program's funding in form of payment to The Highland Center.

Worksite Supervisor Signature

Date