



## SANDOVAL COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM 2017 CALENDAR OF EVENTS

March 20 <sup>th</sup> -April 7 <sup>th</sup>	Applications available: <ul style="list-style-type: none"><li>• Online at <a href="http://Sandovalcountynm.gov">Sandovalcountynm.gov</a></li><li>• Human Resources Office in the Sandoval County Administration Building</li><li>• Jemez Valley Community Center</li><li>• Cuba Senior Center</li><li>• Pena Blanca Community Center</li><li>• Cochiti Pueblo Tribal Office</li></ul>
March 31 <sup>st</sup>	Employer /Supervisor Questionnaires Due by 5:00 p.m.
April 7 <sup>th</sup> , 4:30 p.m.	Application Deadline: <b>Applications must be returned <u>in person</u> by the applicant along with proof of residency.</b>
April 11 <sup>th</sup> , 4:00 p.m.	Lottery Drawing in Sandoval County Commission Chambers
April 12 <sup>th</sup> -21 <sup>st</sup>	Applicant & Supervisor Lists Finalized - SYEP Employee Placements Identified
April 24 <sup>th</sup>	Notification of Placement letters to be mailed to SYEP Employees & Employers/Supervisors. Employee New hire paperwork mailed to Employees.
May 12 <sup>th</sup> , 5:00 p.m.	<b><u>SYEP Employee New Hire Paperwork Due - Federal Form I-9 must be certified in person at the Human Resources Office only</u></b>
May 17 <sup>th</sup> , 9:00 a.m.	Supervisor Orientation - Commission Chambers Sandoval County Administration Building
June 5 <sup>th</sup> , 8:30 a.m.	First Day of SYEP - <b><u>Mandatory Employee Orientation</u></b> (Location TBD- will be included in the employee selection letter) <b>Check in begins at 8:30 a.m. - please arrive early to check in Program begins promptly at 9:30 a.m.</b>
July 28 <sup>th</sup>	Last Day of SYEP