

SANDOVAL COUNTY 2019 SUMMER YOUTH EMPLOYMENT PROGRAM

EMPLOYMENT APPLICATION

APPLICATION MUST BE RETURNED TO THE SANDOVAL COUNTY HUMAN RESOURCES OFFICE, IN PERSON,
BY THE INDIVIDUAL APPLYING, WITH PROOF OF RESIDENCY, NO LATER THAN 4:30 P.M. ON FRIDAY, APRIL 5TH.

Human Resources Hours of Operation: Monday-Friday 8:00 a.m.-5:00 p.m.

*** INFORMATION IN RED IS REQUIRED.** Please Print Legibly or Type.

***Name:** _____

***Mailing Address:** _____
City State Zip

Paycheck & W-2 will be mailed to the address above _____ (initials)

***Student Phone #:** _____ ***Parent Phone #:** _____

***Student's Email Address:** _____

Parent Email Address: _____

***Physical Address (if different):** _____
(For Proof of Residency)

***Are you a permanent resident of Sandoval County?** YES NO

	*NAME & ADDRESS OF SCHOOL ATTENDING	GRADE
*HIGH SCHOOL		
*OTHER		

***Age as of June 3, 2019** _____ Students age 15-17 as of this date are eligible to participate.

If you are under the age of 16, you are required by the Department of Workforce Solutions to have a work permit and obtain a signature from a parent or guardian. If you are selected in the lottery drawing to participate in the program, permits will be sent with new hire paperwork and certified by the Department of Workforce Solutions at Orientation.

***Check the box identifying your District/ County Commissioner:**

- District 1: Katherine A. Bruch
- District 2: Jay C. Block
- District 3: Michael Meek
- District 4: David J. Heil
- District 5: F. Kenneth Eichwald

Verified by Sandoval County BOE Staff _____ (Print name)

*** Have you participated in the Sandoval County Summer Youth Employment Program?** YES NO

***If so, when?** _____ Year(s)

NOTE: Students are allowed to participate in the SYEP for a maximum of two summers.

QUESTIONS? PLEASE CONTACT SANDOVAL COUNTY HUMAN RESOURCES AT 505-867-7505.

March 2019

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* **Where did you work?** _____

* **Please describe any special skills or interests that will help us place you:** _____

If you have a specific employer or job preference, please list it here:

Employer: _____ **Job Preference:** _____

OR Please identify your preferences for job type and work environment below:

Preferred Job Type - (Number items below 1 through 8 in order of preference)

___ **Recreational/Children** ___ **Elderly** ___ **Animals** ___ **Information Tech.**
___ **Custodial /Grounds** ___ **Medical** ___ **Clerical/Office** ___ **Courts/Legal**

Preferred Work Environment: ___ **Outdoor** ___ **Indoor**

If selected, I attest that I am available to attend the mandatory orientation on June 3rd AND I am available to work for the full eight (8) week program. . _____ (Initials)

NOTE: Identifying a job or employer preference does not guarantee placement with that employer or in the type of job requested. However, Human Resources will work to accommodate preferences where ever possible.

_____ (Initials)

APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered only for the current program year.

I understand that false or misleading information given in my application or during an interview may result in disqualification or discharge from the SYEP program. I also understand that failure to abide by all rules and regulations of Sandoval County and/or the employer to which I am assigned may result in discharge from SYEP.

I UNDERSTAND THAT I AM REQUIRED TO PROVIDE A DRIVER'S LICENSE, SCHOOL ID OR OTHER PROOF OF PERMANENT SANDOVAL COUNTY RESIDENCY AT THE TIME I SUBMIT MY APPLICATION TO HUMAN RESOURCES TO ESTABLISH MY ELIGIBILITY TO PARTICIPATE IN SYEP. _____ (Initials)

I UNDERSTAND THAT IF I AM SELECTED TO PARTICIPATE IN THE SYEP, I AM REQUIRED TO ATTEND THE MANDATORY ORIENTATION ON JUNE 3rd. _____ (Initials)

***Signature of Applicant**

***Date**

.....
FOR HR OFFICE USE ONLY: Proof of Residency Verified _____ Date _____ (HR STAFF INITIALS)

Document provided _____

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APPLICATION INSTRUCTIONS

1. Complete the SYEP Application in its entirety.
2. Identify your Commission District / Commissioner. Go online to [www.sandovalcountynm.gov / Departments / Bureau of Elections / How do I find? / My Commission District](http://www.sandovalcountynm.gov/Departments/Bureau%20of%20Elections/How%20do%20I%20find%20My%20Commission%20District) OR go in person to the Bureau of Elections Department on the first floor of the Sandoval County Administration Building. A BOE staff member can assist you in completing this section on your application.

*Check the box identifying your District/ County Commissioner:

District 1: Katherine A. Bruch

District 2: Jay C. Block

District 3: Michael Meek

District 4: David J. Heil

District 5: F. Kenneth Eichwald

Verified by Sandoval County BOE Staff _____ (Print name)

3. Bring completed application along with one of the following ORIGINAL documents to confirm PROOF OF RESIDENCY:

- NM ID Card with address that proves permanent residence in Sandoval County
- Driver's License with address that proves permanent residence in Sandoval County
- Student ID – School must be located in Sandoval County
- Another document with your name and address

Call the Program Coordinator at 505-867-7505 for assistance if you do not have any of the above.

4. Go to the Human Resources Department on the First floor of the County Administration Building any weekday between normal business hours from March 25th –April 5th to complete the Application Process and receive your lottery ticket.

OR

Go to the Senior or Community centers in Cuba, Jemez Valley and Peña Blanca; or the Cochiti Tribal office any weekday between normal business hours from March 25th –April 5th to complete the Application Process and receive your lottery ticket.

Please direct any questions to the SYEP Program Coordinators, Ana Chavez or Reanna Baca, (505) 867-7505 or (505) 404-5807 or atchavez@sandovalcountynm.gov

Sandoval County Administration Building
1500 Idalia Road, Building D
Bernalillo, NM 87004

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2019 CALENDAR OF EVENTS

March 25 th -April 5 th	Applications available at these locations: <ul style="list-style-type: none">• Online at Sandovalcountynm.gov• Human Resources Office in the Sandoval County Administration Building• Jemez Valley Senior Center• Cuba Senior Center• Pena Blanca Community Center• Cochiti Pueblo Tribal Office
March 8 th	Employer/Supervisor Questionnaires to be mailed out
March 29 th	Employer/Supervisor Questionnaires Due by 5:00 p.m.
April 5 th , 4:30 p.m.	Application Deadline: Applications must be returned <u>in person</u> by the applicant along with proof of residency.
April 10 th , 4:00 p.m.	Lottery Drawing in Sandoval County Commission Chambers
April 10 th -19 th	Applicant & Employer/Supervisor Lists Finalized - SYEP Employee Placements Identified
April 26 th	Notification of Placement letters to be mailed to SYEP Employees & Employer/Supervisors. Employee New hire paperwork mailed to Employees.
May 10 th , 4:30 p.m.	SYEP Employee New Hire Paperwork Due to Human Resources <u>Paperwork may not be "dropped off"</u> - Federal Form I-9 must be certified in person at the Human Resources Office <u>only</u>
June 3 rd , 9:00 a.m.	First Day of SYEP – <u>Mandatory</u> Employee and Employer Orientation Assigned Time and location will be included in the employee selection letter.
July 26 th	Last Day of SYEP

SANDOVAL COUNTY

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FREQUENTLY ASKED QUESTIONS (FAQS) INFORMATION FOR YOUTH 15-17 SEEKING A 2019 SUMMER JOB

1. **Q. WHO IS ELIGIBLE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)?**

A. Youth who are age 15 to 17 on or before June 3, 2019 and permanent residents of Sandoval County are eligible to participate in SYEP. Employment under the SYEP program is limited to two program years. You must identify the district in which you live and the name of your County Commissioner on the SYEP application. You can verify your district and the name of your County Commissioner by looking online at www.sandovalcountynm.gov or contacting Sandoval County Bureau of Elections at 505-867-7577.

2. **Q. WHAT ARE THE DATES OF THE SUMMER PROGRAM?**

A. The Summer Youth Employment Program **begins Monday, June 3, 2019 and ends Friday, July 26, 2019.** Jobs are limited to 40-hours within the two-week pay period. The specific hours that you will work will depend upon your individual worksite assignment.

3. **Q. WHERE CAN I GET AN APPLICATION?**

A. Summer Youth Employment Program applications will be available as follows:

- **Monday, March 25th through Friday, April 5th** at the senior or community centers in Cuba, Jemez Valley and Peña Blanca and at the Cochiti Tribal office.
- **Monday, March 25th through Friday, April 5th** on the Sandoval County website www.sandovalcountynm.gov and in the Human Resources Office located in the Sandoval County Administration Building at 1500 Idalia Road & Highway 528.

4. **Q. WHAT IS THE DEADLINE TO RETURN MY SYEP APPLICATION AND WHERE DO I GO TO RETURN IT?**

A. Completed applications **must be returned in person by youth applicants** as follows:

- Sandoval County Human Resources Office located at 1500 Idalia Road, Building D in Bernalillo any weekday between the hours of 8:00 a.m. and 4:30 p.m. from March 25th to April 5th.
- Senior or Community centers in Cuba, Jemez Valley and Peña Blanca and at the Cochiti Tribal office any weekday during normal business hours from March 25th to April 5th.

Please be prepared to show a driver's license, School ID or any document with your name and address, which demonstrates proof of County residency when you turn in your application.

5. **Q. HOW ARE APPLICANTS SELECTED TO FILL SYEP POSITIONS?**

A. Selection of eligible applicants will be made by lottery drawing, which will be held on Wednesday, April 10th at 4:00 p.m. in the County Commission Chambers. Applicants are encouraged to attend, but do not need to be present in order to be selected.

Please be aware that there are a limited number of positions countywide. A numbered ticket for the lottery will be affixed to each application upon acceptance. Applicants will be given the other half of the numbered ticket when they turn in their application to Human Resources.

6. **Q. HOW LONG WILL IT BE UNTIL I HEAR FROM SANDOVAL COUNTY AFTER I SUBMIT MY APPLICATION?**

A. Human Resources will be contacting applicants selected during the lottery drawing over a three-day period from Wednesday, April 10th through Friday, April 12th. The process for matching selected, qualified applicants with employers will be completed by April 19th. Notification of placement should be mailed out on April 24th.

7. **Q. ARE THERE OTHER REQUIREMENTS?**

A. Yes! All youth who are selected to participate in the program will be required to do the following (see page two):

QUESTIONS? PLEASE CONTACT SANDOVAL COUNTY HUMAN RESOURCES AT 505-867-7505.

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1. Complete the forms included in the applicant hiring packet in their entirety (except the Federal USCIS Form I-9; ** it will be completed when the applicants selected in the lottery drawing bring their hiring forms to the Human Resources Office to complete the hiring process).
2. Return the forms in person to the Sandoval County Human Resources (HR) Office no later than 4:30 p.m. on Friday, May 10th.
3. Selected applicants must review and be prepared to provide the form(s) of identification specified in the *Lists of Acceptable Documents* included in their new hire packet when they come to the Human Resources Office to complete the hiring process. **Selected applicants must provide one original document from List A, OR one original document from List B AND one original document from List C to complete their I-9 certification.**
4. Attend the 2019 SYEP Orientation scheduled for Monday, June 3, 2019. Attendance at orientation is **mandatory**. This is considered the first day of work, therefore, SYEP participants will be paid for attendance, and must attend the full orientation on the scheduled date. These hours also count toward the 20 hour work week. The orientation covers County rules and procedures, program requirements, safety and important topics that will help participants have a successful summer work experience.

TO BE ADMITTED TO THE ORIENTATION ON JUNE 3RD, SELECTED PARTICIPANTS MUST BRING THE SELECTION LETTER THEY RECEIVE IN THE MAIL FROM SANDOVAL COUNTY HUMAN RESOURCES.

**** PLEASE NOTE: Sandoval County is not lawfully permitted to hire applicants who do not provide acceptable documentation to complete their USCIS Form I-9 and establish eligibility to work in the United States.**

8. **Q. WHERE WILL THE SYEP PROGRAM ORIENTATION BE HELD?**

A. Formal selection letters will include the time and location for the June 3rd Orientation. Reminders will also be sent via email, so please be sure to provide a current email address when completing your application and hiring paperwork.
9. **Q. HOW MUCH WILL I EARN AND HOW WILL I GET PAID?**

A. Youth will be paid **\$7.50 an hour** and can work up to 40-hours within the two-week pay period (20 hours per week). Your pay will be issued by paper check and mailed to your home address or you may elect to participate in direct deposit. You will receive payment for the hours recorded on your timesheet. **Paychecks are issued every two weeks.** During orientation, you will receive a calendar identifying pay periods and deadlines for time sheets. **Sandoval County will be closed on Thursday, July 4, 2019 in observance of the Independence Day holiday; therefore, participants will not work on that day.** You may make arrangements with your assigned worksite supervisor to make up those hours anytime during that week.
10. **Q. WHAT TYPES OF JOBS DO YOU HAVE AVAILABLE?**

A. In the past jobs have included typing and filing, lawn maintenance, kitchen aide, youth recreation or working with senior citizens. Sandoval County attempts to match youth with job preference, and takes into account where you live. However, there is no guarantee of where you will be assigned.
11. **Q. AM I ALLOWED TO WORK MORE THAN 40 HOURS IN A PAY PERIOD FOR SYEP?**

A. No. Sandoval County cannot pay for more than 40 hours per pay period (20 hours per week) for the SYEP program. If you are asked by your assigned worksite to work more than 40 hours in a pay period, please contact the Human Resources Office immediately.
As a part-time employee for SYEP, you do have the ability to seek additional employment with other employers; however, it is up to your SYEP worksite supervisor to determine whether or not they can arrange a schedule that accommodates a second job.
12. **Q. CAN I ATTEND SUMMER SCHOOL AND ALSO PARTICIPATE IN SYEP?**

A. Yes; however, it is up to your SYEP worksite supervisor to determine whether or not they can arrange a schedule that accommodates both work and school.