



March 22, 2019

Dear Applicant,

Thank you for your interest in the 2019 Howard County Summer Youth Program (HCSYP). The intent of the HCSYP is to provide youth 14-21 years of age with a paid work experience. The program will focus on job readiness and career exploration while providing valuable job skills.

To participate in the HCSYP, you must be a Howard County Resident between the ages of 14-21; along with meeting one or more of the following criteria:

- Low Income
- Homeless or Runaway
- Pregnant or Parenting
- An Offender
- High School Drop Out
- Foster Child
- Deficient in Basic Literacy Skills (IEP)
- Youth with a Disability

The HCSYP participants will be able and committed to work up to 25 hours a week while earning a competitive wage for eight weeks (July 01, 2019 through August 23, 2019). There will be a mandatory orientation held on July 01, 2019 through July 03, 2019 from 9:00 am – 3:00 pm at the Columbia Workforce Center located at 7161 Columbia Gateway Dr., Columbia, MD 21046.

Enclosed is a packet of information containing: a Documentation Check-Off Sheet, SSCI Background Check form, Maryland Work Permit application and Employment Application. Please complete and turn in all copies of the appropriate documentation along with the application to be considered for the program.

Upon receiving your completed packet, it will be reviewed for accuracy and completeness; if complete you may receive a call for an interview. Positions are **limited!** They will be assigned based on order of receipt of a complete packet and the interview process. The deadline to submit your packet is **Friday, May 17, 2019 at 4:00 pm** at The Columbia Workforce Center, located at 7161 Columbia Gateway Drive, Columbia, MD 21046. Due to program constraints, we can't accept any late packets.

The Howard County Summer Youth Program is contingent upon funding availability.

If you have any questions, please contact Jermira Sarratt at 410-290-2623 or jesarratt@howardcountymd.gov.

Best Regards,

Jermira Sarratt, Youth Program Coordinator
Howard County Office of Workforce Development

HOWARD COUNTY OFFICE OF WORKFORCE DEVELOPMENT—Connecting People and Business

The Columbia Workforce Center
7161 Columbia Gateway Drive, Ste. D
Columbia, MD 21046
PHONE: (410) 290-2620
FAX: (410) 290-2626

Laurel Regional Workforce Center
312 Marshall Avenue, 6th Floor
Laurel, MD 20707
PHONE: (301) 362-9708
ESPAÑOL: (301) 362-9709

WEB: <http://www.howardcountymd.gov/howardworkforce>
FACEBOOK: <https://www.facebook.com/howardworkforce>
EMAIL: owd@howardcountymd.gov

YOUTH SUMMER JOBS*

HOWARD COUNTY OFFICE OF WORKFORCE DEVELOPMENT



Your Access to Opportunity!

OUR PROGRAM:

Summer is right around the corner. **Apply now** for summer youth opportunities with the Mid-Maryland Summer Youth Employment Program in Howard County. Opportunities include a eight week PAID internship focusing on job readiness, career exploration and valuable work experience. Limited positions are available, so apply today!

PAID OPPORTUNITIES IN:

- Customer Service
- Office/Clerical
- Grounds Maintenance
- Recreation Services

OFFERING:

- Eight weeks PAID internship
- Competitive wage
- Up to 25 hours/week

REGISTRATION:

Begins Saturday, March 23, 2019 at 9:00 a.m. and closes Friday, May 17, 2019 at 4:00 p.m.

TO PARTICIPATE YOU MUST:

- Howard County residents between the ages of 14 and 21 **and meet one or more of the following criteria:**
- Low-Income
- High school dropouts
- Homeless or runaways
- Pregnant or parenting
- Foster children
- Offenders
- Limited skills in reading and math
- IEP or 504 Plan

REMEMBER, YOUR FUTURE IS IN YOUR HANDS!

Contact Jermira Sarratt at 410-290-2623 or email jesarratt@howardcountymd.gov for more information.



*Contingent upon funding availability.



The Columbia Workforce Center
7161 Columbia Gateway Drive, Ste. D
Columbia, MD 21046
Phone: (410) 290-2620
Fax: (410) 290-2626
Email: owd@howardcountymd.gov
Web: howardcountymd.gov/howardworkforce
Follow us on Facebook at www.facebook.com/howardworkforce

Opportunities, Jobs and Competitive Edge

Equal Opportunity Program: As an equal opportunity program, discrimination in WIOA Title I financially assisted programs or activities is prohibited by federal law and by Howard County Government. Auxiliary aids and services are available upon request to individuals with disabilities. If you need an accommodation, please contact Stephanie Hill at 410-290-2620, or use Maryland Relay 711. Veteran and eligible spouses are given priority of service in time and funding.

A proud partner of the  American Job Center® network

Howard County Office of Workforce Development

Summer Youth Program Documentation Check-List Sheet

CUSTOMER NAME _____ DATE _____

If you would like to participate in the Howard County Office of Workforce Development Summer Youth Program, all the applicable documentation under each category must be submitted together when turning in your employment packet. The Howard County Office of Workforce Development Summer Youth Program employment packets are due by May 17, 2019 at 4:00 p.m. Due to program constraints, we can't accept any late packets.

- **Proof of Identification:** Please submit one of the following:
 - Howard County School Identification Card (Current School year)
 - MD Driver's License or MVA non-driver's Identification Card
 - Unexpired United States Passport or Foreign Passport

- **Proof of Residence:** Please submit one of the following:
 - MD Driver's License or MVA non-driver's ID Card
 - Lease Agreement
 - School Records
 - Postmarked Mail with Applicant's Name and Address

- **Proof of Social Security Number:** Please submit one of the following:
 - Social Security Card
 - Letter from Social Security Administration

- **Proof of Household Income:** (Please provide recent documentation within the last 30 days of the following for all that applies)
 - Copies of last two pay checks stubs of everyone that is employed in the household
 - Social Security Disability Insurance or Social Security Retirement Payments
 - Military Allotments
 - Unemployment Benefit Printout
 - Documentation from Department of Social Services (Food Stamp and/or TANF)

- **Proof of U.S. Citizenship:** Please submit one of the acceptable documents
 - Birth Certificate
 - Unexpired U.S Passport or Foreign Passport stamped eligible to work
 - **Alien Authorization to work in the U.S.A:** Please submit one of the acceptable documents:
 - Alien Registration Receipt Card with photograph (I-51 or I-551)
 - Arrival Departure Record (I-94)
 - Unexpired Employment Authorization (I-688/I-688A/I-688B)

Additional Required Documentation, If you are an:

- **Offender**
 - Letter from the Department of Juvenile Services or Howard County Court

HC OWD Summer Youth Program Documentation Check-List continues

CUSTOMER NAME _____ **DATE** _____

- **Pregnant/Parenting Youth**
 - Doctor notification with infant due date
 - Sonogram/Ultrasound of infant
 - Copy of child(ren) Birth Certificate

- **Foster Child/ Runaway or Homeless Youth**
 - Documentation from Local Shelter
 - Documentation from Department of Social Services

- **Educational Services**
 - 504 Plan
 - Individual Educational Plan (IEP)

RETURN TO:

HOWARD COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES
3430 COURT HOUSE DRIVE
ELLCOTT CITY, MARYLAND 21043
EOE/MF

WEB SITE: www.howardcountymd.gov
JOB LINE: (410) 313-4460 TTY :(410) 313-2323

EMPLOYMENT APPLICATION

It is Howard County Government's policy to select new employees and to promote current employees based upon qualifications without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion or sexual orientation. Each selected applicant must meet all requirements which may include successful completion of an oral, written or unassembled examination, a medical examination and a confidential background investigation. Disabled applicants requiring accommodation in completing the application process should call 410-313-2033.

INSTRUCTIONS: Applications are only accepted for positions which are posted. All applicants, including County employees seeking promotion or transfer, must provide a complete, separate and signed application for each position. A photocopy with an original signature is acceptable. Mailed applications must be postmarked no later than midnight on the final date for filing. Applications are retained for a period of six months from the date of receipt.

POSITION APPLYING FOR: Part Time Full Time

NOTE: In general, candidates are hired at the entry rate for the position. If you are unable to accept the entry rate, please indicate the minimum rate you are willing to consider:

\$ per year per hour

PLEASE PRINT OR TYPE:

Name: Last First Middle

Address: Street City State Zip

Telephone: Home Work E-Mail Address:

Do you possess a valid motor vehicle operator's license? Yes No Type/Class:

Are you a current Howard County Government employee? Yes No Location:

Are you a former Howard County Government employee? Yes No Date Left: month / day / year

EDUCATION AND TRAINING

Highest Grade Completed:

Do you have a High School Equivalency Diploma (GED) :

Did you graduate? Yes / month year No

Yes year awarded state awarded

Name, City and State of Last High School Attended:

Table with 5 columns: COLLEGES ATTENDED CITY & STATE, MAJOR FIELD, NO. OF CREDITS, DEGREE AWARDED, DATES ATTENDED FROM TO

Table with 5 columns: NAME OF SCHOOL, CITY, STATE, TYPE OF TRAINING, TOTAL HRS. WKS.

SPECIAL QUALIFICATIONS - (Include active technical/professional licenses and numbers, academic or professional awards, etc.)

EMPLOYMENT HISTORY

Instructions: PLEASE PROVIDE A COMPLETE EMPLOYMENT HISTORY, LISTING ALL POSITIONS HELD, INCLUDING MILITARY, PART-TIME, SUMMER, AND VOLUNTEER. USE ADDITIONAL SHEETS IF NECESSARY. IF SUBMITTING A RESUME, YOU MUST COMPLETE ALL INFORMATION EXCEPT "DUTIES".

PRESENT OR MOST RECENT POSITION:

MAY WE CONTACT YOUR PRESENT EMPLOYER ABOUT YOU? YES NO

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From To ____ / ____ ____ / ____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From To ____ / ____ ____ / ____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From To ____ / ____ ____ / ____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

OTHER QUALIFICATIONS

- Data Entry or Key Boarding skills @ _____ words per minute
 - Power Tools or Motor Equipment (list tools and equipment below)
 - Computer Skills (list specific hardware and/or software below)
 - Other (list below)
-
-
-
-

List below any additional information you consider pertinent to your application for employment:

GENERAL INFORMATION

Affirmative responses to the following questions will not automatically exclude you from employment consideration.

Have you ever been dismissed or asked to resign from any position for reasons other than disability? Yes No If yes, please explain.

Have you ever been convicted of an offense in an adult court? Yes No If yes, please explain .

RECRUITMENT SOURCE

How did you find out about this job? (Please mark as many as apply)

- | | |
|--|---|
| <input type="checkbox"/> (1) County Human Resources Office or Job Line | <input type="checkbox"/> (6) Radio or TV _____
Name of Station |
| <input type="checkbox"/> (2) County Employee _____
Name | <input type="checkbox"/> (7) Internet _____
Web Site |
| <input type="checkbox"/> (3) Job Announcement on Bulletin Board | <input type="checkbox"/> (8) Other (please specify) |
| <input type="checkbox"/> (4) Newspaper or Publication

Name of Newspaper or Publication | _____ |
| <input type="checkbox"/> (5) Community Organization

Name of Organization | _____ |

REQUIRED SIGNATURES

In order to avoid a delay in the processing of your application, please be sure you have signed and dated the form below and that you have answered every question clearly and completely.

NOTE: If you are submitting a photocopied application, signatures on this page MUST be original.

- A. THE FOLLOWING NOTICE APPLIES TO EVERYONE EXCEPT APPLICANTS FOR LAW ENFORCEMENT OFFICER POSITIONS AS DEFINED BY STATE LAW, OR ANY EMPLOYEE OF ANY LAW ENFORCEMENT AGENCY OF THE STATE OF MARYLAND OR ANY COUNTY, INCORPORATED CITY OR TOWN, OR OTHER MUNICIPAL CORPORATION.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100."

SIGNATURE

DATE

- B. I UNDERSTAND THAT TO BE ELIGIBLE FOR EMPLOYMENT, I MUST BE A CITIZEN OR NATIONAL OF THE UNITED STATES, AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE, OR AN ALIEN AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO WORK IN THE UNITED STATES. I FURTHER UNDERSTAND THAT TO BE EMPLOYED BY HOWARD COUNTY GOVERNMENT, I WILL BE REQUIRED TO PRESENT EVIDENCE OF MY IDENTITY AND EMPLOYMENT ELIGIBILITY THAT ARE GENUINE AND RELATE TO ME AND THAT FEDERAL LAW PROVIDES FOR IMPRISONMENT AND/OR FINE FOR ANY FALSE STATEMENTS OR USE OF FALSE DOCUMENTS IN CONNECTION WITH MY ELIGIBILITY VERIFICATION.
- C. I UNDERSTAND AS A CONDITION OF MY EMPLOYMENT I MAY BE REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT.
- D. I CERTIFY THAT I HAVE READ AND FULLY COMPREHEND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION HEREIN PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, SHOULD ANY STATEMENT I HAVE MADE PROVE TO BE FALSE, MISLEADING OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION OR IN MY DISCHARGE FROM THE COUNTY SERVICE. IN SUBMITTING THIS APPLICATION, I FURTHER UNDERSTAND THAT IT BECOMES THE PROPERTY OF HOWARD COUNTY AND WILL NOT BE RETURNED.

SIGNATURE

DATE

HOWARD COUNTY GOVERNMENT
AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO WORKFORCE DIVERSITY

<p>A minor under the age of 14 may not be employed or permitted to work.</p> <p>Minors <u>14 through 17</u> years of age may only work with a work permit.</p> <ul style="list-style-type: none"> • The work permit must be in the employer’s possession before the minor is permitted to work. • Employers must keep the work permit on file for three years. 	<p style="text-align: center;">APPLYING FOR A WORK PERMIT</p> <p>Applications for work permits are accepted online at: https://www.dllr.state.md.us/childworkpermit</p> <p>Steps:</p> <ul style="list-style-type: none"> • Minor completes required information online • Minor prints work permit • <u>TO BE VALID:</u> The Minor, the Minor’s Parent (Guardian), and the Employer must sign the permit
<p style="text-align: center;">PERMISSIBLE HOURS OF EMPLOYMENT FOR ALL MINORS</p> <p>May not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.</p> <p>MINORS 14 – 15 4 hours on any day when school is in session. 8 hours on any day when school is not in session. 23 hours in any week when school is in session for 5 days. 40 hours in any week when school is not in session. May only work between the hours of 7:00 am and 8:00 pm May work until 9:00 pm from Memorial Day until Labor Day The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.</p> <p>MINORS 16- 17 May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period</p> <p>EXEMPTIONS Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.</p>	<p style="text-align: center;">NON-EMPLOYMENT ACTIVITIES</p> <p>Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:</p> <ul style="list-style-type: none"> • Farm work performed on a farm. • Domestic work performed in or about a home. • Work performed in a business owned or operated by a parent or one standing in the place of a parent. • Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. • Caddying on a golf course. • Employment as an instructor on an instructional sailboat. • Manufacturing of evergreen wreaths in or about a home. • Delivery of newspapers to the consumer. • Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. • Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older.
<p>SPECIAL PERMITS Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry.</p> <p>FEDERAL RESTRICTIONS Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-6211 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.</p>	

OCCUPATIONS FORBIDDEN TO ALL MINORS

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions.

- Occupations in or about plant or establishments containing explosive components.
- Occupations of motor-vehicle driver and outside helper.
- Coal-Mine occupations.
- Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
- Occupations involved in the operation of power-driven woodworking machines.
- Occupations involving exposure to radioactive substances and to ionizing radiations.
- Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- Occupations in connection with mining, other than manufacturing or storing explosives or articles coal.
- Occupations involving slaughtering, meat-packing or processing, or rendering.
- Occupations involved in the operation of certain power driven bakery machines.
- Occupations involved in the operation of certain power-driven paper products machines.
- Occupations involved in the manufacture of brick, tile, and kindred products.
- Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- Occupations involved in wrecking, demolition, and ship-breaking operations.
- Occupations involved in roofing operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors:

Occupations in, about, or in connection with:

- Blast furnaces.
- Docks or wharves, other than marinas where pleasure boats are sold or served.
- Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- Railroads.
- Erection and repair of electrical wires.
- Any distillery where alcoholic beverages are - manufactured, bottled, wrapped or packed.
- The manufacturing of dangerous or toxic chemicals or compounds.
- Cleaning, oiling or wiping of machinery.
- Any occupation forbidden by any local, state or federal law.
- Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

- (1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
- (2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.
- (3) Occupations in, about or in connection with (except office or sales work not performed on site):

- scaffolding
- acids
- construction
- dyes
- brickyard
- gases
- lumberyard
- lye
- airports
- railroads
- occupations causing dust or gases in injurious quantities
- boats engaged in navigation or commerce
- any occupation deemed injurious by the Commissioner after investigation.

National Background Screening Consent Form

Applicant's **Legal** Name (printed)

Social Security Number _____ Date of Birth _____

Applicant's Address

City _____ State _____ Zip _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local Criminal background records/information
- National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

Motor Vehicle Check: Drivers License Number _____

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my employment with this organization.

Print Name:

_____ Date: _____

Signature: _____