



## 2012 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM FACT SHEET

### What are the dates of the summer program?

First day of employment is July 2, 2012, and the last day of employment is August 10, 2012. Youth are paid \$7.25 per hour and may work up to 30 hours per week, 6 hours a day, which includes a 30 minute unpaid lunch, Monday through Friday. Starting and ending times will vary according to work-site.

### Who can apply?

City of Pittsburgh residents who will be at least 14, and no older than 21, as of July 1, 2012

### When to apply?

Youth may apply beginning May 4, 2012 through May 15, 2012.

### What kinds of jobs are available?

There are outdoor jobs which may include restoration and improvement of City parks, public property and vacant lots. There are also internships which may include general office work in a variety of businesses or organizations.

### When and where can I turn in my application?

All applications must be submitted in person from May 4 to May 15 to either one of the following locations with the required documentation or you will be determined ineligible. Assistance will be available if needed. Applicants who are less than 18 years must have applications signed by a parent or legal guardian.

#### YouthLINK (South)

Goodwill Building  
2400 East Carson Street  
Pittsburgh, PA 15203  
412-632-1742

Hours: Mon – Fri 10 am – 6 pm  
Sat. May 5 and May 12  
10:00 am – 1:00 pm

#### YouthLINK (East)

Eastside Neighborhood Employment Center  
5321 Penn Avenue  
Pittsburgh, PA 15224  
412-362-8580

Hours: Mon – Fri 10 am – 6 pm  
Sat. May 5 and May 12  
10:00 am – 1:00 pm

### What is included in the Application Packet?

The packet is 7 pages and includes: Fact Sheet, Instructions, Application (front and back), Income Guidelines, Application Checklist, Self Certification Form and Directions to obtain a Work Permit. The package may print out differently when obtained from the website.

### Why is it important to answer all the questions?

The Government requires that we collect this information as most positions will be filled based on eligibility requirements.

### What are the eligibility requirements?

All applicants must meet age, income, U.S. Citizenship and residency requirements, and provide verification of various application items (in application instructions).

**Important: All eligible completed applications will be entered in a random drawing to determine summer employment status. Selected applicants will be notified by phone or e-mail.**

Applicants can visit our website for more information and to download the application at:

[www.pittsburghpartnership.org](http://www.pittsburghpartnership.org) and [www.pittsburghpa.gov](http://www.pittsburghpa.gov)

Email us at [PSYEP2012@gmail.com](mailto:PSYEP2012@gmail.com)

Follow us on Twitter at: <http://twitter.com/PittSYEP>





## 2012 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM INSTRUCTIONS FOR COMPLETING APPLICATION

**PLEASE READ THIS PAGE CAREFULLY AS INCOMPLETE APPLICATIONS MAY POSSIBLY DELAY THE REVIEW AND HIRING PROCESS.**

**USE THE APPLICANT AND DOCUMENTS CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED TO APPLY.**

Please remember that each question on the application **MUST** be completed and in black or blue ink. If a question does not pertain to you, please place N/A in the blank.

All applications **MUST** be submitted in person to one of the application centers with the required eligibility documentation. Please refer to attached Application Checklist.

Parents **MUST** sign and date the application if an applicant is under the age of 18.

### SPECIAL NOTES

- Males 18 and older must be registered with the Selective Service. For registration and/or proof of registration, go to <http://www.sss.gov>
- Age, Family Income and Address must be verified with additional documentation. See the Checklist to determine what other paperwork will be required.
- Please include only family members and their relationship to the applicant who reside at the applicant's stated address. Family members consist of at least two or more persons related by blood, marriage or decree of court (husband, wife or guardian and dependent children). A dependent child is under the age of 19 at the end of the previous calendar year or under the age of 21 and is a student.
- All information requested on the application with the exception of "Total Gross Family Income Last 6 Months," pertains to the youth applicant and not the parents or guardians. Family income is the total income for all family members.
- Applicants who are over 18 years of age and report **Zero** income, must indicate the person or place providing support or living arrangements.
- Work history only includes the Applicant's employment in the last 6 months. Employment dates should reflect month, date and year.
- Along with current education status, you must indicate last grade of completion.
- For youth ages 14-17, a WORK PERMIT is required **ONLY if selected** for the program. The **Work Permit is NOT REQUIRED for the application.** (Please read attached instructions for obtaining a work permit).



**SECTION 4: LOW INCOME INDIVIDUAL (APPLICANT)**

Have you or has anyone in your family received TANF (Public Assistance) in the past 6 months?  
Yes  No  If Yes, Monthly grant amount: \_\_\_\_\_

Have you or has anyone in your family received Food Stamps in the past 6 months?  
Yes  No

Are you receiving Supplemental Social Security income? Yes  No

**SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 6 MONTHS**

EMPLOYER	HOURLY WAGE	WEEKLY HOURS	HIRE DATE (MM/DD/YY)	END DATE (MM/DD/YY)

Are you currently employed? Yes  No

**SECTION 6: APPLICANT'S CHARACTERISTICS**

**Gender:** Male  Female  **Do you speak English?:** Yes  No  Limited

**Race: (Check One):** African American  Asian  Hawaiian or Pacific Islander  Native American  White

**Ethnicity: (Check One):** Hispanic/Latino  Non Hispanic/Latino

**Marital Status:** Single  Married

**SECTION 7: APPLICANT'S EDUCATION STATUS**

(Check All That Apply) Student  High School Grad  GED  H.S. Drop Out

Post High School  Highest grade completed (1-12 high school or 13-16 after high school) \_\_\_\_\_

Name of Current School: \_\_\_\_\_

**SECTION 8: APPLICATION CERTIFICATION**

I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification, (including wage records and unemployment compensation), and that I may have to provide additional documents to support this application. I am also aware that I am subject to immediate termination if, after being selected for employment, I am found ineligible, as result of falsified or incorrect documents, and may be prosecuted for fraud and/or perjury. I understand that I may be required to repay any wages or stipends earned as a result of program employment and participation based upon the submission of falsified or incorrect documents. Furthermore, by signing this application, I agree that information contained in this application may be shared with appropriate government or service agencies for the purposes of information verification or statistical tracking, on a strictly confidential basis.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature (if under 18)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**YouthLINK Certifier Signature**

\_\_\_\_\_  
**Date**

Rev 03/12  
JB

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*Email us at PSYEP2012@gmail.com*



## APPLICATION and DOCUMENTS CHECKLIST

Youth **ages 14-21** have an eligible application if he or she provides all of the following documentation:

- Application**  
All areas completed in ink
- Proof of Age**  
(Birth Certificate **OR** Driver's License/State Issued ID **OR** Alien Registration Card **OR** Valid U.S. Passport)
- Proof of Social Security**  
(Social Security Card **OR** Signed printout from Social Security Office)
- Proof of Citizenship/Alien Status**  
(Valid U.S. Passport **OR** U.S. Birth Certificate **OR** Alien Registration Card **OR** Certificate of Naturalization)
- Proof of Address (Dated within the last 6 months)**  
(Home Utility Bill **OR** Current Lease **OR** Postmarked mail from with Applicant's name and City address **OR** Report Card or Official School Document **OR** Department of Public Welfare Printout or a Pennsylvania Drivers License only if **issued in the last 60 days**)
- Proof of Income (Check with Parents)**  
(Most recent pay stubs of parent or guardian or head of household with date and year-to-date amounts **OR** Public Assistance Printout or Public Assistance Notification **OR** Food Stamp print-out **OR** SSI Letter of Notification of benefits **OR** Unemployment compensation information **OR** Unemployment compensation determination letter **OR** letter from social service agency or other institution describing the applicant's living arrangements and income **OR** Self Certification Form – In Application Package - only if items above are not available – Read the self certification)

**In addition to all required documentation, Males 18 and older must be:**

- Registered with Selective Service **(MALES 18 and older)**
- Printout from Selective Service website ([www.sss.gov](http://www.sss.gov))



## 2012 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM INCOME GUIDELINES

### YOUTH AGES 14 - 21

Family Size	Maximum Allowable Family Household Income
1	\$26,249
2	\$35,555
3	\$44,861
4	\$54,167
5	\$63,473
6	\$72,779

For more than six persons add **\$9,306** for each person



**2012 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM  
SELF-CERTIFICATION FORM**

**IDENTIFYING INFORMATION**

Applicant Name \_\_\_\_\_

Last

First

MI

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING SELF-CERTIFICATION IS BEING UTILIZED FOR VERIFICATION OF THE FAMILY INCOME**

I have NO documentation or information about income and I declare that:

My family income is \$\_\_\_\_\_. This figure must agree with the application  
(See below if income is Zero)

My family size is \_\_\_\_\_. This figure must agree with the application

My income is ZERO and I am supported by, or my living arrangements are provided by:

\_\_\_\_\_  
Name of Person providing Support  
or living arrangements  
**OR** Agency

\_\_\_\_\_  
Relationship of Person Providing Support  
or living arrangements  
**OR** Type of Agency

Agency means a place other than a residence such as Group Home, Shelter, Foster Home, etc.

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination, and/or penalties as specified by law.

Both the Applicant and the Main or Principle wage earner (the person who contributes the most to family income) must sign.

\_\_\_\_\_  
Applicant's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian  
(required if applicant is under 18 years of age)

\_\_\_\_\_  
Date

I certify that the information recorded on this form was provided by the individual whose signature appears above:

Application center Representative Signature/Date: \_\_\_\_\_

Data Entered: \_\_\_\_\_



## **DIRECTIONS FOR COMPLETION OF THE EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT**

***(NOT REQUIRED FOR APPLICATION- ONLY REQUIRED IF SELECTED TO WORK)***

### **WHERE TO GET WORK PERMIT APPLICATIONS:**

The Work Permit Application (PDE-4565) (Application for Employment Certificate or Transferable Work Permit) is available on the School District's Web site. You will need Adobe Acrobat to download the application. An application can also be picked up by any person at the Pittsburgh Board of Education, 341 S. Bellefield Avenue, Pittsburgh, PA 15213.

### **COMPLETION OF WORK PERMIT APPLICATION:**

**SECTION A:** Student should legibly PRINT NAME AND ADDRESS on form prior to giving to employer or physician to complete.

**SECTION B:** To be completed by parent\*, guardian\* or legal custodian\* in the presence of the issuing officer at the time the permit application is presented for the work permit if application is taken to 341 S. Bellefield for issuance.

**SECTION C:** Must be completed by prospective employer. The employer must supply the number of hours the student will be working, name, address and telephone number of employer and signature of owner or manager.

**SECTION D:** Must be completed by examining physician, certified nurse practitioner, or certified registered nurse practitioner employed by the Board of Education, by the minor's family physician or a physician designated by the prospective employer. (The date of the physical can not be more than one year old.)

### **ATTESTATION DOCUMENT:**

\*In lieu of their personal appearance such person responsible for the minor may execute a statement before a notary public or other person authorized to administer oaths to the accuracy of the facts set forth in the application on a form prescribed by the Department of Education, said statement to be attached to the application. (Proof of age must still be presented to the issuing officer.)

The Attestation Document is available on the School District's Web site. You will need Adobe Acrobat to download the document.

**Students must have legal documentation of their date of birth with them to present to the issuing officer at the time of application of permit.** (Transcript of birth certificate, baptismal certificate or transcript, passport, other documentary evidence, e.g. driver's license or permit).

### **IMPORTANT: AFTER THE WORK PERMIT APPLICATION IS FULLY COMPLETED (SECTIONS A, B, C, & D)**

**BRING TO:** Pittsburgh Board of Education – Ground Floor Room 11  
341 S. Bellefield Avenue  
Pittsburgh, PA 15213

(All visitors must enter on the Bellefield Avenue side of the building.)

**DAYS:** Monday through Friday

**HOURS OF OPERATION FOR WORK PERMITS:** 8:00 a.m. to 4:00 p.m.

**For additional information, please call:** (412) 622-3952

**\*Parent must accompany student if Work Permit is issued at the Pittsburgh Board of Education.**

**PLEASE READ THE ABOVE INSTRUCTIONS CAREFULLY SINCE INCOMPLETE WORK PERMIT APPLICATIONS WILL NOT BE PROCESSED – NO EXCEPTIONS!**