



2015 Learn and Earn Summer Youth Employment Initiative FACT SHEET

What are the dates of the summer program? First day of employment is June 29, 2015, and the last day of employment is August 7, 2015. The Learn and Earn program will incorporate a three-tiered model which will allow for more appropriate youth placement and job/skills matching, while further enhancing their overall experience.

What are the pay rates? Tier One and Two youth are paid \$7.25 per hour and may work up to 25 hours per week, 6 hours a day, which includes a 30 minute unpaid lunch, Monday through Friday. Prior to worksite placement the youth will receive 12 hours of Work Readiness Training paid \$6.00/hr. Tier Three youth are paid \$8.50 per hour, may work up to 20 hours of paid work experience per week and will receive 24 hours of Work Readiness training paid \$8.50/hr. prior to their worksite placement and throughout the 6 weeks placement. Internship starting and ending times will vary according to the work-site.

Who can apply? City of Pittsburgh and Allegheny County residents who will be at least 14, and no older than 21, as of June 29, 2015.

When to apply? Youth may apply Friday, April 10, 2015 through Thursday, April 30, 2015.

What kinds of jobs may be available? The internships will be concentrated in 14 career tracks based on the growing or trending occupations in the Pittsburgh area: Customer Service; Education; Community Development (Government and Non-profit); Health Care; Human Services; Information Technology; Insurance; Park Management; Public Works; Recreation; Public Safety; Labor/Trades; Financial/Banking; and Marketing. The daily worksite tasks will vary based upon the youth's selected career/occupation track and tier placement.

When and where can I turn in my application? All applications must be submitted in person to one of the following locations listed below from **April 10 to April 30, 2015. Hours: Mon – Fri, 10 am – 6 pm** and **Saturday, April 18 and April 25, 10:00 am – 1:00 pm.** (Any exceptions noted below) Applications must be submitted with the required documentation or the application will be determined ineligible. Applicants who are less than 18 years of age must have applications signed by a parent or legal guardian. **The Application deadline is 6:00 PM, Thursday, April 30, 2015.**

You may apply at one of the following Application Centers:

Goodwill of SWPA-Southside, Goodwill Building, 2400 East Carson Street, Pittsburgh, PA 15203, 412-632-1740

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

West End Works, 825 Lorenz Avenue, Pittsburgh, PA 15220, 412-533-2029

Northside Coalition for Fair Housing, 1821 Brighton Road, Pittsburgh, PA 15212, 412-321-5527

Housing Authority-City of Pittsburgh, Bedford Hope Center, 2305 Bedford Avenue, Pittsburgh, PA 15219, 412-395-3950

Allegheny County DHS, 1 Smithfield Street, Pittsburgh, PA 15222, 412-350-7153 (no Saturdays)

Auberle, 1101 Hartman Street, McKeesport, PA 15132, 412-673-5800 (Sat. 11 am-1pm)

Focus on Renewal, 701 Chartiers Avenue, McKees Rocks, PA 15136, 412-331-1685 ext. 261 (no Saturdays)

Goodwill Retail Operations Center, 294 Lincoln Highway, North Versailles, PA 15137, 412-281-6629

Hosanna House, 807 Wallace Avenue, Wilkinsburg, PA 15221, 412-243-7711

YouthWorks/Goodwill, 401 Wood Street, Suite 1500, Pittsburgh, PA 15222, 412-281-6629

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 and Directions on how to obtain a Work Permit. The package may print out differently when obtained from a website.

What are the eligibility requirements? All applicants must meet age, income, U.S. Citizenship and residency requirements, and provide verification of various application items (see the Application Instructions and Application Checklist).

Important: In the event there are more applications than available positions, all eligible completed applications may be selected at random to determine summer employment status. Selected applicants will be notified by phone or e-mail.

Download the Application by visiting

<http://pittsburghpa.gov/personnel/pittsburghpartnership> or www.TRWIB.org or www.alleghenycounty.us



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INSTRUCTIONS FOR COMPLETING APPLICATION

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

USE THE APPLICATION 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 (called third party verification). 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 is a student under the age of 22.
- All information requested on the Application pertains to the youth applicant and not the parents or guardians, except for family income. Family income (total gross family income from the last 6 Months) is the total income for all family members.
- 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.
- The **Work Permit is NOT REQUIRED for the application.** (Please read attached instructions for obtaining a work permit). For youth ages 14-17, a WORK PERMIT is required **ONLY if selected** for participation in the program.



2015 LEARN AND EARN SUMMER YOUTH EMPLOYMENT INITIATIVE APPLICATION

IMPORTANT: ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO ONE OF THE APPLICATION CENTERS WITH THE REQUIRED DOCUMENTATION OR YOUR APPLICATION MAY BE DETERMINED INELIGIBLE.

PLEASE FILL OUT BOTH SIDES USE PEN ONLY (no Pencil)

For last year's Pittsburgh Summer Youth Employment Program, did you Apply Work Neither

Work Preferences (Preferences are NOT guaranteed. PLEASE CIRCLE BASED ON YOUR CAREER GOALS AND INTERESTS)

- Education Health Care Human Services Information Technology Science Recreation & Sports
 Public Safety Construction & Building Trades Business Financial/Banking Marketing Science
 Arts Engineering Legal and Law

SECTION 1: APPLICANT'S IDENTIFICATION

PRINT NEATLY, USE BLUE OR BLACK INK

Make sure all contact information is accurate. It is the only way you will be notified about a job.

First Name: MI:

Last Name:

SSN: Birth Date: / / Age Today:

Street Address:

City: State: Zip:

City of Pittsburgh Resident? Yes No

Primary Phone: Alternative Phone:

E-Mail Address:

SECTION 2: HOUSEHOLD COMPOSITION (Add additional sheet if necessary)

Family Members Names	Relationship to Applicant
<i>Applicant</i>	<i>Self</i>

Number in Family: _____ Total Gross Family Income – last 6 months: \$ _____

SECTION 3: CITIZENSHIP/LEGAL TO WORK/SELECTIVE SERVICE

The government requires we collect the following information:

Are you a U.S. Citizen? Yes No
 If not a citizen, are you legal to work in the U.S.? Yes No
 If male, 18 or older, are you registered with the selective service? Yes No
 Are you a Veteran? Yes No

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

Do you live in a foster home, group home, or foster placement? Yes No

SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 12 MONTHS

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

Add additional sheets if necessary

Are you currently employed? Yes No Optional: Did you attach a resume? Yes No

SECTION 6: APPLICANT'S CHARACTERISTICS

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

Race: (Check One): African American White American Indian Asian Multi-racial

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: _____ Could you benefit by recovering school credits this summer?

What are your plans after the summer? Complete High School Go to College or other training

For what future occupations do you want to prepare or what areas do you plan to study? _____

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 a 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

Center Certifier Signature

App. Site No. _____
 Date _____

Application

Rev 04/2015

<http://pittsburghpa.gov/personnel/pittsburghpartnership> www.TRWIB.org www.alleghenycounty.us

Rev 3/2015

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**2015
LEARN AND EARN
SUMMER EMPLOYMENT INITIATIVE
INCOME GUIDELINES**

YOUTH AGES 14 - 21

Family Size	Maximum Allowable Family Household Income for last Six Months	Maximum Allowable Family Household Income for One Year
1	\$19,475	\$38,950
2	\$22,500	\$44,500
3	\$25,025	\$50,050
4	\$27,800	\$55,600
5	\$30,025	\$60,050
6	\$32,250	\$64,500
7	\$34,475	\$68,950
8	\$36,700	\$73,400

For more than eight persons **add \$4,450 to the yearly income** for each additional person in the household, and \$2,225 to the six month income.

* Eligibility is determined by verifying income from the last six months. Yearly income is calculated by doubling the figures from the last six months. Income levels for eligibility have been established by the U. S. Department of Housing and Urban Development (HUD)



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Excerpts from the Pittsburgh Public School's Website on Work Permits (NOT REQUIRED FOR APPLICATION – ONLY REQUIRED IF HIRED)

Under the new Child Labor Law effective January 22, 2013, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit.

Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. Students are no longer required to be accompanied by a parent or guardian. Students must bring proof of age such as a birth certificate, passport, baptismal certificate, driver's license or state id. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the Commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

City of Pittsburgh resident: Bring [Application for Work Permit PDE-4565](#) to: Pittsburgh Board of Education - Room 11, 341 S. Bellefield Avenue, Pittsburgh, PA 15213 (All visitors must enter on the Bellefield Avenue side of the building) Times: **Before the end of the school year: Monday, Wednesday and Friday, 8:00 a.m. to 4:00 p.m.** Times: After the end of the school year: Monday through Friday, 8:00 a.m. to 4:00 p.m.

For additional information and to download the Work Permit application, call (412) 622-3757 or 412-622-3952 or go to: <http://www.pps.k12.pa.us/Page/635>

Allegheny County Residents, outside the City of Pittsburgh: Contact your school or your school district for information on how and where to obtain a Work Permit.