

Youth Application Packet



How to apply Pittsburgh Summer Youth Employment Program July 7, 2008 – August 15, 2008

Who Can Apply?

City of Pittsburgh residents who will be at least 14, and no older than 18, as of July 1, 2008 and are currently enrolled in high school. Because this is only a six (6) week program, youth who would **miss the mandatory orientation or more than three (3) working days between July 7th through August 15th are not eligible to participate.** Youth assigned to a summer academic make-up program after **July 7, 2008 are not eligible** to participate.

When to apply?

Youth may apply beginning **May 1, 2008** through **May 23, 2008**. Fill out the attached application completely. Make sure **you AND your parent or guardian signs** the application and applicable documents.

What kinds of jobs are available?

Youth will work outdoors on a crew to perform trail maintenance and site restoration in local city parks and communities. Students will spend time working on conservation projects, recreating and participating in environmental and educational activities. The Student Conservation Association (SCA) is managing the summer employment for the City of Pittsburgh.

How much are workers paid?

Participants receive a stipend of \$7.15 per hour.

What is the schedule?

Youth will work 30 hours per week/6 hours per day Monday through Friday. Students will work from 9am to 3pm but are expected to meet at the meeting site prior to start time.

When and where can I get an application? Applications can be picked up at the SCA office (address listed below) or download from **www.thesca.org**.

How to apply?

Interested applicants should fill out the attached application completely. The name on the application has to match the name on the applicant's Social Security Card. **A parent or guardian must sign the application** and applicable documents.

When and where can I turn in my application?

DEADLINE for PYSEP/SCA applications are **May 23, 2008 by 4:30pm**.

Physical Forms and other additional paperwork are due by 4:30pm June 13, 2008.

Applications must be hand delivered or mailed to:

SCA
239 4th Avenue Suite 1007
Investment Building
Pittsburgh, PA 15222
9:00 AM-4:30 PM

All applicants will be notified of acceptance status by mail, so make sure your address is correct, complete, and legible.

If you have any questions about these requirements, please contact Summer Employment Hotline at 412.325.2679

Visit the SCA Website at www.thesca.org to download an application.



Application Deadline:
May 23, 2008



Carefully read the cover sheet and follow the instructions.
Incomplete forms or failure to bring appropriate documents will result in your being turned away. Make sure a parent or guardian has signed the application if under the age of 18. **No Exceptions!**

PLEASE PRINT CLEARLY

Social Security Number: _____ - _____ - _____

Name: _____
Last First Middle

Address: _____

City: _____ Zip: _____ Neighborhood you live in: _____

Home Telephone: _____ - _____ - _____ Emergency Phone #: _____ - _____ - _____

Age: _____ Date of Birth: ____/____/____ Sex : Male Female

Current Grade: _____ School: _____ T-Shirt Size: _____

Parent/Guardian Name: _____ Daytime Phone: _____ - _____ - _____

Have you ever participated with SCA before? Yes No If yes, dates participated: _____

Do you have any scheduled commitments or vacations during the duration of the program? Yes No

As part of the PSYEP/SCA Commuting Crew Program, you will be conserving our natural resources through outdoor conservation service work, enhancing environmental awareness, and developing teamwork and leadership skills. Please have your parent or legal guardian show their support for your commitment to and participation in the PSYEP/SCA Commuting Crew Program.

Parent/Legal Guardians:

I give full support for my son/daughter _____ to apply for and participate in the Pittsburgh Summer Youth Employment Program (PYSEP) and Student Conservation Association (SCA) Commuting Crew Program. I hereby give permission to the PYSEP/SCA Commuting Crew Program to use my son/daughter's name, words, and/or likeness for non-commercial promotional purposes, including but not limited to newsletters, brochures and website. I have signed below, understand the attached program description, and have discussed the program and the benefits offered with my son/daughter. I realize that completing this application does not guarantee my son/daughter's acceptance into the PSYEP/SCA Commuting Crew Program.

Parent/Guardian Signature

Please Print Name

Date



REQUIRED DOCUMENTS CHECKLIST

If you are selected, you must submit COPIES of one (1) item from categories 1-6 listed below (where applicable) by **June 13, 2008**. These items will be needed to officially complete your enrollment. Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 1 and 4).

1.	Proof of Age
	Birth Certificate OR
	Benefit Card OR
	Driver's License/State Issued ID OR
	Alien Registration Card OR
	Valid U.S. Passport

5.	Proof of Address (Dated within the last 6 months)
	Home Utility Bill OR
	Current Lease OR
	Official Mail from a Federal, State or City Agency OR
	Report Card OR
	Official School Document

2.	Proof of Social Security Number
	Social Security Card

6.	PSYEP/SCA Application
	A signed PSYEP/SCA application is required to be eligible along with medical and emergency contact information forms that will be sent out if you are selected. Youth under the age of 18 are required to have the signature of a parent or guardian.

3.	Work Permit (<i>Must be age applicable</i>)
	If you are under the age of 18 at the time of application, you must submit your most current working papers. Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local public high school.

<i>Please note:</i> All references to the word current means documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.	
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4.	Proof of Citizenships/Alien Status
	Valid U.S. Passport OR
	U.S. Birth Certificate OR
	Alien Registration Card OR
	I-94m I-551, I-688B, I-766 OR
	Certificate of Naturalization OR
	Employment Registration Card