

# 2021 SUMMER EMPLOYMENT PACKET ~ DIRECTIONS

**\*\*DO NOT PRINT THIS APPLICATION DOUBLE SIDED\*\***

**APPLICATION DEADLINE: FRIDAY, JUNE 4<sup>th</sup> at 5PM**

**Write Neatly & Clearly** – if we can't read your handwriting you will not get our emails informing you of what to do next – submitting the application is only step 1.

You must be 14-21 years of age AND a year round White Plains resident, to apply for a summer job. If you are currently 13 you must turn 14 by June 4<sup>th</sup> & submit your valid work permit.

## **Working Papers (Work Permits):**

All youth who would like to work for the summer must submit a work permit.

- 14-15 year olds must have a **BLUE** card
- 16-17 year olds must have a **GREEN** card
- 18 & older **do not** need a work permit

## **Submitting Your Summer Job Application:**

**Applications will be accepted IN PERSON & VIA DROP BOX @ 65 Mitchell Place**

- Completed applications can be submitted Monday-Friday 9-4pm at the White Plains Community Center located at 65 Mitchell Place.
- There are 2 ways this year to submit your application: either in-person to a Youth Employment staff member or place it in the wooden drop-box marked “**YES APPLICATIONS**” inside the double doors of the White Plains Community Center at 65 Mitchell Place.
- Your completed application should be put into an envelope along with your work permit & copies of documents (such as social security card & birth certificate) to ensure they do not get separated from your application & misplaced.
- Do not hand anyone other than a Youth Employment staff member your application! You risk having your application misplaced or lost if you do so.
- Below is a photo of the drop-box inside the double doors of the WP Community Center located at 65 Mitchell Place. You may put your completed summer job application in this box.



Walk down the ramp when you see this sign to get to the front door of the Community Center.



This is the box you will put your application in. Place it in the slot.

Continued on next page

## 2021 SUMMER EMPLOYMENT PACKET ~ DIRECTIONS

- IF YOU USED THE DROP BOX once you leave your completed application in the box, Youth Employment staff will review it & send you an email confirming that we received it. If you do not get that email within 1 week of your leaving it in the drop box at the Youth Bureau – please email [pstaffiero@whiteplainsny.gov](mailto:pstaffiero@whiteplainsny.gov)
- There are a limited number of slots per placement. They are 1<sup>st</sup> come, first served. Once the slots have been filled YES will require you to change that job selection.
- No youth is guaranteed a summer placement. Submitting an application only secures your ability to be considered for positions

### **Dates of Employment**

- **Summer employment runs Tuesday, July 6<sup>th</sup>- Friday, August 13<sup>th</sup>.** You will only be paid for that time period. If you receive a summer job and they ask you to work before or after those dates or to attend orientation, the Youth Bureau will **NOT PAY** you for that time.

### **Contact Sheet – It's Important**

Be sure to complete it. Give us all your & your parent/guardian's contact information on the contact sheet. Since we may not have the opportunity to meet you face-to-face when you submit the application – the information on the contact sheet will be our means of contacting you and letting you know what next steps are. PLEASE GIVE US YOUR SCHOOL (HS or COLLEGE) email address – we think this is the one you will check most frequently.

### **Workshops/Application Assistance**

If you need help with ANY portion of the application, or writing a resume we can help you via Zoom! Email [jmspencer@whiteplainsny.gov](mailto:jmspencer@whiteplainsny.gov) to set-up a date/time.

### **Job Notification**

- Please note, upon receiving a job, we will require that 4 additional forms be completed by your parent/guardian if you are under age 18. You will be unable to start working without those forms being submitted, one being a document which needs to be notarized. Forms can be notarized at your bank or Saxon Pharmacy located on 460 Mamaroneck Avenue (914) 948-1900 (Saxon Pharmacy charges \$2 for the form to be notarized)
- You will receive an email on either Thursday, June 10<sup>th</sup> or Friday, June 11<sup>th</sup> notifying you if you will receive a job placement and information on completing a required online training. Once proof of completion is submitted you will get the name & contact information for your job placement.

### **Orientation**

- Youth Employment will hold orientation sessions for all youth prior to their beginning their job placements. You **must** attend one of the following orientations:  
Tuesday, June 22<sup>nd</sup> 3:30-4:30 via Zoom **OR**  
Wednesday, June 23<sup>rd</sup>, 3:30-4:30 via Zoom

**APPLICATION DEADLINE FRIDAY, JUNE 4<sup>th</sup> 5PM**

For Staff Use: \_\_\_\_\_  
(Initials, date Submitted)

**APPLICATIONS ONLY ACCEPTED IN BLUE OR BLACK INK. WRITE NEATLY!**

\_\_\_\_\_  
Name School Age Date of Birth Ethnicity

\_\_\_\_\_ Contact Sheet

\_\_\_\_\_ W-4 Form

\_\_\_\_\_ NYS Certificate of Exemption from Withholding Form

\_\_\_\_\_ I-9 Form

\_\_\_\_\_ Provide for the I-9 a copy of a document from List A and if unable to provide a copy of a document from list A then you must provide 1 copy of a document from both List B & List C

\_\_\_\_\_ Retirement System Form (Yes or No)

\_\_\_\_\_ Code of Ethics, Personnel Policies & Healthcare Exchange Receipt

\_\_\_\_\_ Summer Employment Application (*Print & sign using your full legal name*)

\_\_\_\_\_ Job Request Form

\_\_\_\_\_ Work Permit (*original will be kept on file for those who receive summer placements & returned at the end of the summer*)

\_\_\_\_\_ Proof of Residency (Provide a **Copy** of a **ONE** of the following)

- current CON EDISON bill
- PROPERTY TAX BILL or LEASE
- BACK OF WPHS report card (address not grades)

\_\_\_\_\_ Resume (You can use format included)

For Parent/Guardian

My child will be available for the entire 6 week YES summer employment program Tuesday, July 6<sup>th</sup> - Friday, August 13<sup>th</sup>. I understand that if they accept a job and do not fulfill their 6 week obligation they will not be eligible for future summer employment opportunities & will lose their job placement upon returning from vacation.

Yes or No  
Please circle one

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**White Plains Youth Bureau**  
**SUMMER YOUTH EMPLOYMENT 2021**  
**CONTACT SHEET – COMPLETE ALL QUESTIONS**

**Youth Name:** \_\_\_\_\_

**Youth Cell Phone #** \_\_\_\_\_

(Make sure your cell phone has “minutes” & is accepting incoming call)

**Youth Date of Birth:** \_\_\_\_\_

**Have you ever worked for the Youth Bureau before?** (circle)    Yes    No

**Youth Home Address:**    (include your apt # & zip code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Cell Phone #** \_\_\_\_\_

**Parent/Guardian Email Address:** \_\_\_\_\_

**MOST IMPORTANT PIECES OF INFORMATION YOU WILL PROVIDE:**

(Be sure to check your email for updates / information regarding your summer application, next steps, and if you will be offered a job.)

**Youth School email address:** \_\_\_\_\_

**Youth Personal email address:** \_\_\_\_\_

## Employee's Withholding Certificate

OMB No. 1545-0074

**2021**

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
▶ **Give Form W-4 to your employer.**  
▶ **Your withholding is subject to review by the IRS.**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:**  
**Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 . . . . . ▶ \$		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .		<b>4(a)</b> \$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .		<b>4(b)</b> \$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .		<b>4(c)</b> \$

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ <b>Employee's signature</b> (This form is not valid unless you sign it.)		▶ <b>Date</b>
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)

**Certificate of Exemption from Withholding**

New York State • New York City • Yonkers

**IT-2104-E**

This certificate will expire on April 30, 2022.

To claim exemption from withholding for New York State personal income tax (and New York City and Yonkers personal income tax, if applicable), you must meet the conditions in either Group A or Group B:

**Group A**

- you must be under age 18, or over age 65, or a full-time student under age 25; **and**
- you did not have a New York income tax liability for 2020; **and**
- you do not expect to have a New York income tax liability for 2021 (for this purpose, you have a tax liability if your return shows tax before the allowance of any credit for income tax withheld).

**Group B**

- you meet the conditions set forth under the Servicemembers Civil Relief Act (SCRA), as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act. See *Military spouses*.

If you **do not meet all** of the conditions in either Group A or Group B above, **stop**; you cannot claim exemption from withholding (see *Note* below).

First name and middle initial	Last name	Social Security number	Filing status: Mark an <b>X</b> in only one box
Mailing address (number and street or PO box)	Apartment number	Date of birth (mmddyyyy)	A Single <input type="checkbox"/> B Married <input type="checkbox"/>
City, village, or post office	State	ZIP code	C Qualifying widow(er) or head of household with qualifying person..... <input type="checkbox"/>

Are you a full-time student?..... Yes ☐ No ☐Are you a military spouse exempt under the SCRA? ..... Yes ☐ No ☐

I certify that the information on this form is correct and that, for the year 2021, I expect to qualify for exemption from withholding of New York State income tax under section 671(a)(3) of the Tax Law or under the SCRA. I will notify my employer within 10 days of any change requiring revocation of the exemption from withholding as explained in the instructions.

Employee's signature (give the completed certificate to your employer)

Date

**Employer: complete this section only if you must send a copy of this form to the NYS Tax Department (see instructions).**

Employer name and address

Employer identification number

Mark an **X** in the box if a newly hired employee or a rehired employee ..... ☐

First date employee performed services for pay (mmddyyyy) (see instructions):

Are dependent health insurance benefits available for this employee? ..... Yes ☐ No ☐

If Yes, enter the date the employee qualifies (mmddyyyy):

**Instructions****Employee**

**Who qualifies** – To claim exemption from withholding for New York State personal income tax (and New York City and Yonkers personal income tax, if applicable), you must meet the conditions in either Group A or Group B:

**Group A**

- you must be under age 18, or over age 65, or a full-time student under age 25; **and**
- you did not have a New York income tax liability for 2020; **and**
- you do not expect to have a New York income tax liability for 2021 (for this purpose, you have a tax liability if your return shows tax before the allowance of any credit for income tax withheld).

**Group B**

- you meet the conditions set forth under the Servicemembers Civil Relief Act (SCRA), as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act. See *Military spouses*.

If you meet the conditions in Group A or Group B, file this certificate, Form IT-2104-E, with your employer. Otherwise, your employer

must withhold New York State income tax (and New York City and Yonkers personal income tax, if applicable) from your wages. Do not send this certificate to the Tax Department.

Generally, as a resident, you are required to file a New York State income tax return if you are required to file a federal income tax return, or if your federal adjusted gross income plus your New York additions is more than \$4,000, regardless of your filing status. However, if you are single and can be claimed as a dependent on another person's federal return, you must file a New York State return if your federal adjusted gross income plus your New York additions is more than \$3,100.

If you are a nonresident and have income from New York sources, you must file a New York return if the sum of your federal adjusted gross income and New York additions to income is more than your New York standard deduction.

A penalty of \$500 may be imposed for furnishing false information that decreases your withholding amount.

**Note:** If you do not qualify for exemption, or you want New York State, New York City, or Yonkers personal income tax withheld from your pay, file Form IT-2104, *Employee's Withholding Allowance Certificate*, with your employer. Follow the instructions



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States ( <i>See instructions</i> )	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. ( <i>See instructions</i> )	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

**STOP** Employer Completes Next Page **STOP**



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
<b>List A</b> Identity and Employment Authorization	<b>OR</b>	<b>List B</b> Identity	<b>AND</b>	<b>List C</b> Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		<b>Additional Information</b>		
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title		<b>QR Code - Sections 2 &amp; 3</b> Do Not Write In This Space		
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

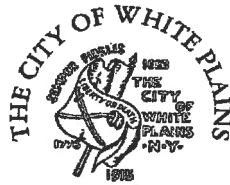
**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
<i>Janet Spencer</i>		<i>Youth Services Aide</i>		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
<i>Spencer</i>	<i>Janet</i>	<i>White Plains Youth Bureau</i>		
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code	
<i>11 Amherst Place</i>	<i>White Plains</i>	<i>NY</i>	<i>10601</i>	

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>				
Document Title	Document Number		Expiration Date (if any) (mm/dd/yyyy)	
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.</b>				
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)		Name of Employer or Authorized Representative	



DEPARTMENT OF PERSONNEL  
MUNICIPAL BUILDING \* 255 MAIN STREET \* WHITE PLAINS, NEW YORK, 10601  
(914) 422-1257 \* FAX (914) 422-6496

Thomas M. Roach  
Mayor

Elisabeth Wallace  
Personnel Officer

Debra Clay  
Deputy Personnel Officer

TO: Employees (*temp./part-time*)

FROM: Elisabeth Wallace  
Personnel Officer

SUBJECT: NOTICE OF RIGHT TO JOIN THE N.Y.S. EMPLOYEES' RETIREMENT SYSTEM

The enclosed notice informs you of your right to join the New York State Employees' Retirement System. If you decide to join the New York State Employees' Retirement System now, you will be enrolled as a member of Tier 6 unless you have prior membership. In making your decision, you should consider the following:

1. You must contribute 3-6% (based on your salary) of your salary which will be deducted from your paycheck.
2. **10 Year Vesting - Chapter 504, Laws of 2009, Effective January 1, 2010**  
On and after January 1, 2010, members of the retirement system with 10 or more years of service have a right to a retirement benefit when they reach minimum retirement age.
3. **Extended Death Benefit - Chapter 388, Laws of 1998, Effective July 17, 1998**  
This legislation provides that members who discontinue service with 10 or more years of credit, who die on or after January 1, 1997, are not retired, and not otherwise eligible for the payment of a death benefit, are now eligible for a death benefit equal to ½ of the death benefit that would have been payable if the member had died on their last day of covered public employment. The benefit will be paid to the individuals last named beneficiary, or in the absence of a living beneficiary, to the member's estate.

Please read, sign and return the back of this letter indicating your decision to join or not to join the Retirement System. If you decide to join, you are required to complete the registration form attached.

Elisabeth Wallace  
Personnel Officer

**DEPARTMENT OF PERSONNEL  
CITY OF WHITE PLAINS**

**NOTICE OF RIGHT TO JOIN THE NYS EMPLOYEES' RETIREMENT SYSTEM**

Please read the information below carefully before deciding whether or not you wish to join the New York State Employees' Retirement System; then check the appropriate box and sign your name.

If you are not a full time employee, joining the New York State Employees' Retirement System is optional.

If you choose to join the New York State Employees' Retirement System, a contribution of 3% or more is automatically deducted from your bi-weekly pay. The City of White Plains will match your contribution towards your membership.

If you do not join the Retirement System now, and subsequently your status changes to full time employment you will be automatically enrolled in the Retirement System and 3% or more of your wages will then be deducted from your pay depending on your salary. You may be eligible to receive credit for your prior service. If you believe you are eligible to receive credit for prior public service covered by the NYSLRS, please notify the Personnel Department at (914) 422-1257.

Please check one of the following:

- ☐ I have read the information above and wish to join the NYS Employees' Retirement System. I understand that 3% or more of my wages will be deducted from my bi-weekly pay.  
**(Retirement Registration form must be completed).**
- ☐ I have previous or current membership in the NYS Employees' Retirement System or any other NYS & Local Retirement System.
- ☐ I have read the information above and **DO NOT** wish to join the New York State Employees' Retirement System. I waive my right to do so. I understand that should full-time employment status be granted, I will automatically be enrolled and 3% or more of my wages will be deducted from my bi-weekly pay.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

**FOR OFFICE USE ONLY**

Previous membership: Y   N

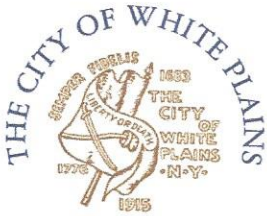
Tier: \_\_\_\_\_

Date of Membership: \_\_\_\_\_

Registration #: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_



**CODE OF ETHICS, PERSONNEL POLICIES AND THE  
HEALTHCARE EXCHANGE NOTICE RECEIPT  
AND EEOC REPORTING**

This form is intended to notify newly hired employees of certain terms of employment as required by law and to collect information related to the mandatory reporting by the United States Equal Employment Opportunity Commission (EEOC).

255 MAIN STREET  
WHITE PLAINS, NY 10601

This form should be submitted to the Personnel Department after an acceptance of an offer of employment. The information contained on this form is not part of the employment application and is not used in selection for employment.

You will receive your pay by direct deposit to the account(s) and institution(s) of your choice, unless you specifically request payment by paper check. Direct deposits are typically processed faster than paper checks and eliminate the need for a trip to the bank.

EMPLOYEE NAME: \_\_\_\_\_ DEPT: YOUTH BUREAU  
(PRINT)

☐ **CODE OF ETHICS:** I have received a copy of the White Plains Code of Ethics on the date set forth below

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ **PERSONNEL POLICIES:** I have received a copy of the White Plains Personnel Policies on the date set forth below

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ **HEALTHCARE EXCHANGE NOTICE:** I have received a copy of the Healthcare Exchange Notice on the date set forth below

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WE REQUIRE THE FOLLOWING INFORMATION IN ACCORDANCE WITH EEOC REPORTING:**

The information supplied will in no way affect your employment candidacy.

**GENDER:** ☐ Male ☐ Female

**RACE/ETHNICITY:** Please check **one** only:

- ☐ W - White / Caucasian (Non-Hispanic origin)  
☐ B - Black / African American (Non-Hispanic origin)  
☐ H - Hispanic or Latino  
☐ X - Two or more Races (Non Hispanic)

- ☐ A - Asian  
☐ I - American Indian or Alaskan Native  
☐ N - Native Hawaiian or other Pacific Islander

**SPECIAL STATUS:** ☐ Veteran ☐ Exempt Volunteer Firefighter

Original to Personnel with PPAF  
Copy in Dept Files

**\*\*Requires proof of permit to work if a non-citizen per I-9.**

**YOUTH APPLICANTS, USE THIS SAMPLE TO WRITE YOUR RESUME.  
YOU MUST ATTACH YOUR RESUME TO YOUR APPLICATION SO WE CAN SEE  
YOUR EXPERIENCE IN ORDER TO POSSIBLY PLACE YOU IN A SUMMER JOB**

**Applications will not be accepted without your resume – Need help putting one together or have questions, email Janet Spencer at [jmspencer@whiteplainsny.gov](mailto:jmspencer@whiteplainsny.gov)**

**Jackie Dominguez  
452 North Broadway  
White Plains, New York 10606  
(914) 979-9792 ~ [jsanderson@aol.com](mailto:jsanderson@aol.com)**

**EDUCATION:**

**White Plains High School**, White Plains, NY

Expected graduation: June 2021

**WORK EXPERIENCE:**

**Old Navy**, White Plains, NY

August 2019-Present

*Sales Associate*

Responsible for assisting customers and recovering store in the evening.

**White Plains Youth Bureau**, White Plains, NY

July 2019-August 2019

*Clerical Assistant*, Planning Dept.

Responsibilities included filing, photocopying and answering phones.

**VOLUNTEER EXPERIENCE:**

**Mayors Youth Council**, White Plains Youth Bureau, White Plains, NY

May 2018-Present

Participate in a variety of community service activities and meet with the Mayor on a quarterly basis to discuss issues which affect White Plains teens.

**Midnight Run Club**, White Plains High School, White Plains, NY

September 2017-Present

Collect clothing and food and distribute to homeless individuals in New York City.

**EXTRACURRICULAR ACTIVITIES:**

Member of the Track Team, White Plains High School, White Plains, NY

June 2017-Present

**AWARDS & RECOGNITION:**

PTA Community Service Award

May 2020

**SPECIAL SKILLS:**

Bilingual English/Spanish

Proficient in Microsoft Office

\_\_\_\_\_  
(App # - for staff use only)

**Write neatly & clearly** – if we can't read your handwriting you will not get our emails informing you of what to do next – submitting the application is only step 1)

**Youth Name:** \_\_\_\_\_

**Home #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**YOUTH EMAIL ADDRESS:** \_\_\_\_\_

## **Job Form**

*Please fill out this form thoroughly and completely:*

1. Review the YES Summer Classified Ads
2. **Pick 5 jobs** (this form will not be accepted with fewer than 5 choices) **Do not choose the position you held last summer.**
3. You will receive an email on either Thursday, June 10<sup>th</sup> or Friday, June 11<sup>th</sup> notifying you if you will receive a job placement and information on completing an online mandatory training. Once proof of completion is submitted you will get the name & contact information for your job placement.

	<b>Name of Employer:</b>	<b>Name of Position</b>	<b>Job #</b>
<b>Example</b>	<u>Planning Department</u>	<u>Project Assistant</u>	<u>C6</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

# CLASSIFIED LIST

## Clerical Positions

<p><b>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</b></p> <p><b>CAGE1.Engineering/Code Enforcement</b> <i>Clerical Assistant</i></p> <p>2 youth needed (<b>must be 16 years of age or older</b>) to assist with fielding calls from staff and the public, making copies and prints of maps and archived properties, filing, performing basic research and calculations and possible field duties that may include assisting survey crews, construction inspection and investigations.</p>	<p><b>*THIS POSITION IS BOTH OFFICE &amp; CHILD CARE COMBINED*</b></p> <p><b>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</b></p> <p><b>CAGE2. Family Services of Westchester</b> <b>HEAD START/EARLY HEAD START/ PRIME TIME &amp; UNIVERSAL PRE-KINDERGARTEN</b> <i>Program Assistant/Classroom Aide</i></p> <p>9 youth needed (<b>must be at least 16 years of age</b>) to assist the Early Childhood staff with office needs as they prepare for the new school year and/or assist in infant, toddler and preschool classrooms. Bi-lingual in Spanish is a plus. Placement in an office or in a classroom will be based on the daily needs of a center. Office duties may include: assisting with making phone calls to medical offices, assisting with maintaining children's electronic and paper files, assisting with the enrollment process, assisting with preparation of annual binders, copying documents, translating documents, and other tasks as assigned by supervisor. Classroom responsibilities include: playing/interacting in developmentally appropriate activities with young children, engaging in hands-on activities including arts and crafts, music, and storybook reading, and outdoor games/sports. Youth will provide warm, nurturing support to children throughout the day and assist teachers. Must be patient, kind, energetic and love children. <b>Hours are Monday-Friday 8 am-2 pm. Youth will be asked to work in one of 3 locations: North Street (next to White Plains High School), Rochambeau (on Fisher Ave.) or at the Center for All Ages (on North Broadway). A medical is required.</b></p>
<p><b>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</b></p> <p><b>CAGE3. Highway Department</b> <i>Assistant Highway Workers</i></p> <p>2 youth needed (<b>must be 16 years of age or older</b>) to assist with painting and cleaning of department equipment. Will also assist with maintenance of parks, and other tasks as assigned.</p>	
<p><b>C4. Parking Department</b> <b>Traffic Division</b> <i>Traffic Assistant</i></p> <p>1 youth needed to assist engineers in the operation and maintenance of the transportation facilities. Duties will include: data entry, filing surveys and taking transportation related photographs in the field to prepare AAA annual reports.</p>	
<p><b>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</b></p> <p><b>CAGE5. Mayors Office</b> <i>Clerical Assistant</i></p> <p>1 youth needed (<b>must 16 years of age or older</b>) with previous clerical/office experience. Duties will include: interacting with the public, answering phone calls, responding to constituent inquiries, issue research, assistance in the planning and implementation of events or initiatives, and attendance at meetings, as may be needed by the Mayor's office staff. Youth must be responsible, personable, reliable, able to work independently and have excellent communication skills. <b>Hours are Monday-Friday 10-2.</b></p>	<p><b>C6. Planning Department</b> <i>Project Assistant</i></p> <p>1 youth needed to provide office support, such as: data entry, filing and related work as required. Knowledge of office technology; Microsoft Word, Excel, Access, fax, copier, scan. Comfortable with answering the telephones regarding routine inquiries in person and greeting visitors. Able to work with different staff members and personalities, work independently and be able to complete assigned task in a timely manner. <b>Hours are Monday-Thursday 10:00am- 3:00pm.</b></p>
<p><b>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</b></p> <p><b>CAGE7. Public Works</b> <i>Garage</i></p> <p>1 youth needed (<b>must be 16 years of age or older</b>) to assist in the Parts room with reorganizing inventory, helping with putting away stock deliveries. Sweeping, cleaning and some limited painting.</p>	<p><b>C8. Public Works Department</b> <i>Administration Bureau</i></p> <p>1 youth needed to re-organize filing system, box and catalogue records, manage correspondence, organize folders, answer telephones and handle inquiries. Position is two (2) days per week. Days and hours are flexible. <b>Maximum of 15 hours per week.</b></p>
<p><b>C9. Public Works</b> <i>Administrative Assistant</i></p> <p>1 youth needed to: answer phones, open, sort and distribute mail, file and sometimes organize/update files. Responsibilities will also include: typing, handling inquiries from residents, fielding complaints and scheduling appointments/meetings. Must have a neat, professional appearance, and excellent communication skills. Clear message taking is essential. Computer skills: typing in either WordPerfect or Microsoft Word is helpful.</p>	<p><b>C10. Public Library</b> <i>TROVE Assistant</i></p> <p>2 youth needed to assist with outdoor Storytime, putting together Grad &amp; Go kits, program-prep work, and other duties as assigned. Hours are limited and youth will work Tuesdays 10-4pm and 1 other day per week from 4-6pm which will be determined and assigned by the Trove staff.</p>

**Must be 14 or 15 YEARS OF AGE TO APPLY**

**\*THIS SUMMER JOB IS A VIRTUAL POSITION VIA ZOOM\***

**CAGE11. Youth Bureau**  
*Entrepreneurship Program*

Have you thought about being your own boss? What kind of business would you run? How about making money this summer while you think about the idea of being an entrepreneur?

12 bright, energetic youth needed (**must be 14 or 15 years of age**) who like to think outside of the box. During the six weeks youth will develop a business idea and learn about the basics of becoming an entrepreneur.

**Hours are Monday-Thursday, 10:00am-12:00pm and 1:30-3:30. . This job will only be offered virtually.**

**C13. Youth Bureau**  
**Greeter**  
*Bits n' Pieces Camp*

1 bilingual (Spanish/English) youth needed who is mature, responsible, well-spoken and polite to monitor the front entrance of the camp. Youth will be responsible for signing in all guests and parents entering the building as well as providing information as requested. Applicant will also be responsible for monitoring the dismissal/sign out sheets at the end of the day.

**Hours are Monday-Friday 9:00 to 5:00pm. Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 29<sup>th</sup> 3:30-5:00 at Church Street Elementary School in the cafeteria.**

**MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**

**\*THIS SUMMER JOB IS A VIRTUAL POSITION VIA ZOOM\***

**CAGE15. Youth Bureau**  
*Summer Career Academy*  
*Program Assistant*

2 mature, responsible, college age students (**must be 18 years of age or older**) to help supervise 12 young people employed in the Summer Career Academy which is a workforce/life preparation job site for young people 14-15 years of age. Applicants should be able to relate to and interact with young people in a positive way and also be confident enough to manage a group of 6 on their own. **Hours 10:00am-12pm, 1:30pm- 3:30pm, Monday-Friday. This job will only be offered virtually.**

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**CAGE12. Youth Bureau**  
**Math Camp**  
**Greeter**

1 youth bi-lingual (Spanish/English) preferred needed (**must be 16 years of age or older**) who is mature, responsible, well-spoken and polite to monitor the front entrance of the program. Youth will be responsible for signing in all campers entering the building and providing information as requested. Applicant will also be responsible for monitoring the dismissal/sign out sheets at the end of the day & taking temperatures. Applicants must maintain a sanitary, clean and safe work environment throughout the entire day. Hours are tentatively Mon-Fri 8:30-4pm.

**MUST BE 14 OR 15 YEARS OF AGE TO APPLY**

**\*THIS SUMMER JOB IS A VIRTUAL POSITION VIA ZOOM\***

**CAGE14. Youth Bureau**  
**Summer Career Academy**  
*Workforce Preparation Program*

12 youth needed (**must be 14 or 15 years of age**) to participate in this great opportunity for those who are new to work. Youth will learn skills on how to become great employees. Youth will participate in activities that will allow them to practice living as a grownup in the real world, solving problems, finding apartments, finding jobs, and paying bills. Candidates must be willing to learn new things! **Hours 10:00am-12pm, 1:30pm- 3:30pm, Monday-Friday. This job will only be offered virtually.**

## Maintenance Positions

**M1. Youth Bureau**  
**Bits n Pieces Camp**  
*Custodian*

2 youth needed to perform clean-up and maintenance duties of the camp facilities. Responsibilities will include: accompanying staff to pick-up camper's lunches at WPHS; set up of the cafeteria area and clean-up after lunch. Youth will assist with other tasks as assigned by camp director.

**Hours are 9-5pm. Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 29<sup>th</sup> 3:30-5:00 at Church Street Elementary School in the cafeteria.**

**MUST BE 17 YEARS OF AGE OR OLDER TO APPLY**

**MAGE2. Recreation & Parks**  
**Camp Quarropas**  
*Assistant Camp Maintenance*

1 youth (**graduating HS senior 17 years of age or older**) needed to assist at camp with setting up the cafeteria area for meals; serving breakfasts and lunches, and cleaning cafeteria after meals. In addition to those duties, youth may be asked to assist with office needs and camp supply maintenance. Those who apply must be flexible and enjoy working around children. Camp will be located at Delfino Park. **Hours are Mon-Fri, 8:00am – 3:00pm. Camp employment dates are Monday, July 12<sup>th</sup> – Friday August 6<sup>th</sup>.**

**Applicants must be available for mandatory orientation with camp staff on Wednesday, June 30<sup>th</sup>, 9:00-4:00 pm at Delfino Park.**

**MUST BE 17 YEARS OF AGE OR OLDER TO APPLY**

**MAGE3. Recreation & Parks  
Camp Panawok**  
*Assistant Camp Maintenance*

1 youth (**graduating HS senior 17 years of age or older**) needed to assist at camp with setting up the cafeteria area for meals; serving breakfasts and lunches, and cleaning cafeteria after meals. In addition to those duties, youth may be asked to assist with office needs and camp supply maintenance. Those who apply must be flexible and enjoy working around children. **Hours are Monday-Friday, 8:00am – 1:00pm.**  
**Camp employment dates are Monday, July 12<sup>th</sup> – Friday August 6<sup>th</sup>.**  
Camp will be located at Ridgeway Elementary School.

**Applicants must be available for mandatory orientation with camp staff on Wednesday, June 30<sup>th</sup>, 9:00-4:00 pm at the Ridgeway cafeteria.**

**MUST BE 17 YEARS OF AGE OR OLDER TO APPLY**

**MAGE4. Recreation & Parks**  
*Delivery/Maintenance Assistant*

1 youth (**graduating HS senior 17 years of age or older**) needed to assist at camp. Workday begins and ends at the Rec. & Parks Office. Youth will meet Rec & Parks staff at Recreation office to load the city vehicle with supplies and assist in the delivery of those supplies to the camp sites. Other responsibilities will include: accompanying staff to deliver water; picking up lunches at WPHS. Those who apply must be flexible and enjoy working around children. **Employment dates are Tuesday, July 6<sup>th</sup> – Friday, August 6<sup>th</sup>. Hours are Monday-Friday, 7:30am – 12:30pm.**

**M5. Youth Bureau  
Math Camp & STEM Camp**  
*Custodian*

1 youth needed to perform clean-up and maintenance duties of the camp facilities. Responsibilities will include: wiping and sanitizing common areas, set up of the cafeteria area and clean-up after lunch. Youth will assist with other tasks as assigned by camp director. **Hours are 9:30-4pm.**

## Child Care/Summer Camp Positions

**MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**

**SAGE1. Youth Bureau  
Bits n' Pieces Camp**  
*Head Counselors*

6 youth needed (**must be 18 years of age or older**) as head counselors. Must be mature, patient, and have lots of energy. Responsibilities will include: supervision of campers as they transition to various programs/activities, and assisting classroom instructors. Counselors will assist in the supervision of swimming pool activities, and are required to enter the pool with the children. **Experience working with elementary school children is required.**

**Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 29<sup>th</sup> 3:30-5:00 at Church Street Elementary School in the cafeteria.**

**MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**

**SAGE3. Youth Bureau  
Math Camp**  
*Head Counselors*

3 counselors needed (**must be 18 years of age or older**) to work with elementary age children in this academically based camp. Camp will be located at Eastview Middle School. Applicants must be responsible, reliable, mature and proficient in math. Counselors will be required to work one late day for a camp trip. **Hours are 8:30-3:30pm.**

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**SAGE5. Youth Bureau  
Math Camp**  
*Assistant Counselors*

3 counselors needed (**must be 16 years of age or older**) to work with elementary age children in this academically based camp. Camp will be located at Eastview Middle School. Applicants must be responsible, reliable, mature and proficient in math. Counselors will be required to work one late day for a camp trip. **Hours are 8:30-3:30pm.**

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**SAGE2. Youth Bureau  
Bits n' Pieces Camp**  
*Assistant Counselors*

6 youth needed (**must be 16 years of age or older**) as assistant counselors. Must be mature, patient, and have lots of energy. Responsibilities will include: supervision of campers as they transition to various programs/activities, and assisting classroom instructors. Counselors will assist in the supervision of swimming pool activities, and are required to enter the pool with the children. **Experience working with elementary school children is preferred.**

**Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 29<sup>th</sup> 3:30-5:00 at Church Street Elementary School in the cafeteria.**

**MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**

**SAGE4. Youth Bureau  
S.T.E.M Camp  
(Science, Technology, Engineering, Math)**  
*Head Counselors*

1 counselor needed (**must be 18 years of age or older**) to work with middle school age children. Must be mature and academically proficient in math and science. Counselors will be asked to assist with daily activities. **Hours are 8:30-3:30pm.**

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**SAGE6. Youth Bureau  
S.T.E.M Camp  
(Science, Technology, Engineering, Math)**  
*Assistant Counselors*

1 counselor needed (**must be 16 years of age or older**) to work with middle school age children. Must be mature and academically proficient in math and science. Counselors will be asked to assist with daily activities. **Hours are 8:30-3:30pm.**

**MUST BE 17 YEARS OF AGE OR OLDER TO APPLY**

**SAGE7. Youth Bureau  
Health & Wellness Summer Program  
Program Assistant**

1 program assistant needed (**must be 17 years of age or older**) to work with youth 12-15 years of age in this fitness based program which will take place at the Youth Bureau, located on Amherst Place. Responsibilities will include assisting in monitoring participants during indoor & outdoor activities (crafts, fitness, sports, swimming etc.) maintaining pandemic safety protocols, participant attendance, taking temperatures, wiping down areas, and assisting program coordinator as needed. Applicants must be responsible, take initiative, able to multi-task, reliable, mature and fun and encouraging to campers. **Hours are Monday-Friday 9:30-2:30pm.**

## Recreational/Outdoor Positions

**\*THIS SUMMER JOB IS A VIRTUAL POSITION VIA ZOOM\***

**R1. The Kensington Assisted Living  
Activities Assistant**

2 outgoing youth needed to assist with recreational activities and provide companionship to senior citizens. Youth will participate in virtual activities such as: having a conversation with a resident for an hour at a time via ZOOM, doing BINGO, art projects, and games such as This Day in History. Position is 10 hours a week, times and days to be determined.

**R3. Recreation & Parks  
Scorekeeper at Kittrell Park**

4 scorekeepers needed to work **Monday-Thursday 5pm-9pm** and some Fridays for rain dates. Students must be clean, neat and polite and should be able to keep basketball scores. Must have knowledge of the game. **(Position is 16 hours per week - and runs until Monday, August 16<sup>th</sup>)**

**MUST BE 14 OR 15 YEARS OF AGE TO APPLY**

**RAGE5. Youth Bureau  
Greening Project  
Environmental Education Program**

6 youth needed (**must be 14 or 15 years of age**) who are interested in the environment and would love to spend the summer working outdoors! Responsibilities include: participating in environmental activities, gardening, and cleaning up at local parks, nature sanctuaries and preserves. Must be willing to work hard and be a team player. **Youth will work 4 days per week Monday-Thursday and hours will either be 8:30-12:00pm or 9:00-12:30pm.**

**MUST BE 14 YEARS OF AGE TO APPLY**

**RAGE7. Youth Bureau  
Growing White Plains Community Garden  
Garden Interns**

8 youth needed (**must be 14 years of age**) to work growing crops organically for distribution to those in need, in a community agriculture project. Work takes place at 2 community garden sites and a greenhouse in White Plains. Applicants must be prepared for physical work outdoors, and enjoy being part of a team. **Youth will work 4 days per week, Monday-Thursday. Hours are 8:30 am to 11:30 pm, however youth may be asked to stay later some days as needed.**

**R2. Recreation & Parks  
Pool Pass Taker**

4 youth needed to work a total for 35 hours per week to: check recreation ID cards at gate, keep attendance records, and perform light maintenance duties in the pool area, park and office. Youth must be able to work until 8PM and on weekends. **This position begins Friday, July 1<sup>st</sup> – Friday, August 27<sup>th</sup>.**

**Applicants must be available for mandatory orientation with Recreation & Parks staff in June date to be determined.**

**R4. Recreation & Parks  
Special Events**

2 youth needed who are willing to work evenings and Thursdays daytime hours with special events in our parks. Should be dependable and be able to get to all locations. Applicants must be neat, clean, and polite. Must be able to speak to large audiences. Youth will be interacting with the public and city vendors so must be outgoing and responsible.

**Applicants must be available every Thursday for Noon day concerts from 11:30-2:30pm for the entire 6 weeks AND must be available EVENINGS Monday- Thursday 6pm-9:30pm from July 12<sup>th</sup>-August 12<sup>th</sup> however days & times vary.**

**Applicants must be available for mandatory orientation with Recreation & Parks staff in June date to be determined.**

**MUST BE 18 OR OLDER YEARS OF AGE TO APPLY**

**RAGE6. Youth Bureau  
Greening Project  
Assistant Coordinator**

1 youth needed (**must be 18 or older**) who are interested in the environment and would like to assist the program coordinator in the supervision of 14&15 year olds in an environmental education summer job program. Youth will be required to wear a mask/face covering throughout entire work day, and must bring their own reusable water bottle on a daily basis. **Hours are Monday-Thursday 8:30-12:00pm OR 9:00-12:30PM.**

**MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**

**RAGE8. Youth Bureau**  
**Growing White Plains Community Garden**  
*Assistant Coordinator*

1 youth needed (**must be 18 years of age or older**) to assist the program coordinator in the supervision of 12-14 year olds in a summer gardening program. Responsibilities will include: signing in youth, working with them at 2 garden locations and other duties as assigned. Applicant must enjoy working outdoors and be mature, patient and responsible. Experience working with youth is preferred. **Youth will work 4 days per week Monday-Thursday. Hours are 8:30-11:30pm, however youth may be asked to stay later some days as needed.**

## Arts Positions

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**AAGE1. Cable TV Studio**  
*TV Production Intern*

1 youth needed (**must be 16 years of age or older**) to assist production and office staff in running all aspects of a small production facility. Duties include: production work, camera operation, directing, studio preparation, and light office work. Candidate should be eager to learn and be willing to help wherever needed. Experience is not necessary but having some technical ability and computer literacy is helpful. Youth must be willing and able to move heavy set pieces on a daily basis.

**MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**

**AAGE2. White Plains Performing Arts Center**  
*Production Assistant*

4 energetic, passionate youth needed (**must be 16 years of age or older**) to join our production team for the Summer Theatre Academy program. Youth will engage in numerous aspects of camp and gain hands-on experience in a wide range of production disciplines, including stage management, run crew, set, costume, lights, sound and projection. Youth will participate in training, and receive ongoing professional development opportunities from staff designed to help them build valuable theatre skills. Interest in theatre/film or visual arts a must. **Hours are Monday-Friday 9:30am-4:30pm. Youth will need to work Friday, July 16<sup>th</sup> & Friday, August 6<sup>th</sup> - until 8:30pm for performance. Youth will also need to work Saturday, July 17<sup>th</sup> & Saturday, August 7<sup>th</sup> from noon - 4pm for matinee performance.**