

2022 SUMMER EMPLOYMENT PACKET ~ DIRECTIONS

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

APPLICATION DEADLINE FRIDAY, JUNE 3 at 5PM

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 3rd to apply.

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 ONLY

- Completed applications can be submitted in person Monday-Friday 9:30-4:30pm at WPHS YES Office in H-cafeteria OR Monday-Friday 3:30-5pm the White Plains Community Center located at 65 Mitchell Place.
- Proof of full COVID vaccination is required to be employed by the City of WP.

Dates of Employment

- **Summer employment runs Tuesday, July 5th – Friday, August 12th.** 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.

Workshops/Application Assistance

- If you need help with ANY portion of the application, or writing a resume come to one of the following workshops:

DATE	TIME	LOCATION
Tuesday, May 3 rd	11:35-12:09 (Lunchtime)	WPHS – College Career Center
Tuesday, May 10 th	11:35-12:09 (Lunchtime)	WPHS – College Career Center
Tuesday, May 31 st	11:35-12:09 (Lunchtime)	WPHS – College Career Center

Job Fair

- Once you have submitted your application packet, identifications, vaccination card, and resume, you will be invited to the Job Fair, **Monday, June 13th from 3-5pm at the Sonesta Hotel, 66 Hale Avenue, White Plains.** You **MUST** attend the Job Fair to be considered for a summer job.
- Practice interviews are available by appointment – if you'd like to schedule one for yourself email Janet Spencer at jm Spencer@whiteplainsny.gov.

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 Thursday, June 16th** notifying you if you will receive a job placement and information on completing a required online training. Once proof of completion is submitted to us in person at orientation, 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:

DATE	TIME	LOCATION
Tuesday, June 21 st	3:30-5:00pm	Community Center – 65 Mitchell Place
Wednesday, June 22 nd	3:30-5:00pm	Community Center - 65 Mitchell Place

APPLICATION DEADLINE FRIDAY, JUNE 3rd 5PM

For Staff Use: _____
(Initials, date Submitted)

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

Name School Age Date of Birth Ethnicity

_____ 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 Full COVID Vaccination (*Copy of Card required*)

_____ 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 5th - Friday, August 12th. 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

Employee's Withholding Certificate

OMB No. 1545-0074

2022

- **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.**

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number ► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
	Address		
	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, 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 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 2022 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.)

Step 3: Claim Dependents	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	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$
	(b) Deductions. 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	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	► Employee's signature (This form is not valid unless you sign it.)		► Date
Employers Only	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, 2023.

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 2021; **and**
- you do not expect to have a New York income tax liability for 2022 (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 X 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 2022, 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
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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 2021; **and**
- you do not expect to have a New York income tax liability for 2022 (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>	
<p><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></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	<p>QR Code - Section 1 Do Not Write In This Space</p>

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



Employer Completes Next Page





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.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C 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		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
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): 7/15/22 (See instructions for exemptions)

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

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

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

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.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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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.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

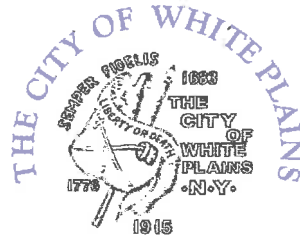
Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Thomas M. Roach
Mayor



Angela Sapienza
Personnel Officer

DEPARTMENT OF PERSONNEL
255 MAIN STREET * WHITE PLAINS, NEW YORK, 10601
Tel: (914) 422-1257 * Fax: (914) 422-6496 * www.cityofwhiteplains.com
"THE BIRTHPLACE OF THE STATE OF NEW YORK"

Debra Clay
Deputy Personnel Officer

TO: Employees (Non-permanent/Part-time)

FROM: Angela Sapienza, 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 Retirement System now, you will be enrolled as a member of Tier 6. 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 attached form indicating your decision to join the Retirement System. If you decide to join, or have any questions, please call the Personnel Department to make an appointment to enroll at (914) 422-1259. Additional information is available at www.osc.state.ny.us.

Angela Sapienza
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 permanent 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

YOUTH BUREAU
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)

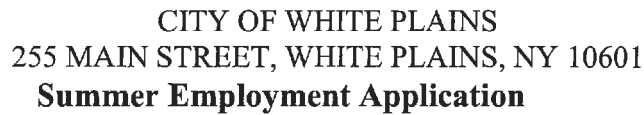
☐ A - Asian

☐ 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.**

(App # - for staff use only)

Youth Name: _____

Home #: _____ Date of Birth: _____

Cell #: _____ Age: _____

Print Neatly – you will get notified if you’ve received a job via email only

YOUTH SCHOOL EMAIL ADDRESS: _____

YOUTH PERSONAL EMAIL ADDRESS: _____

Job Fair Interview Request Form

Please fill out this form thoroughly and completely:

1. Review the YES Summer Classified Ads
2. **Pick 3 jobs** to interview for that you feel you would enjoy doing for the summer (this form will not be accepted with fewer than 3 choices) **Do not choose the position you held last summer.**
3. The 3 job choices you indicate on this form will be the jobs you will interview for at the **Job Fair on Monday June 13th, 3-5 PM @ The Sonesta Hotel, located on 66 Hale Avenue in White Plains.**

Name of Employer:

Name of Position

Job #

Example

Planning Department

Project Assistant

C9

City of White Plains Youth Bureau - Youth Employment Services - Sample Resume

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

EDUCATION:

White Plains High School, White Plains, NY

Expected graduation: June 2022

WORK EXPERIENCE:

Gap Inc., White Plains, NY

August 2021-Present

Sales Associate

Responsible for assisting customers and recovering store in the evening.

White Plains Youth Bureau, White Plains, NY

July 2020-August 2020

Clerical Assistant, Planning Dept.

Responsibilities included filing, photocopying and answering phones.

White Plains Youth Bureau, White Plains, NY

July 2019-August 2019

Clerical Assistant, Senior Center

Responsibilities included assisting seniors with program registrations, data entry, and answering phone calls.

VOLUNTEER EXPERIENCE:

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

May 2019-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 2018-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 2020-Present

AWARDS & RECOGNITION:

PTA Community Service Award

May 2021

SPECIAL SKILLS:

Bilingual English/Spanish

Proficient in Microsoft Office

2022 CLASSIFIED LIST

Clerical Positions

<p>C1. Building Department <i>Clerical Assistant</i></p> <p>1 mature, responsible youth needed to perform clerical duties which would include: scanning documents onto a computer and creating digital records, photocopying, filing and other duties as assigned. Hours will be Monday-Friday 11-2pm.</p>	<p>*1 POSITION IS CLERICAL & 3 ARE CHILD CARE *</p> <p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE2. Family Services of Westchester HEAD START/EARLY HEAD START/ PRIME TIME & UNIVERSAL PRE-KINDERGARTEN <i>Program Assistant/Classroom Aide</i></p> <p>4 youth needed (must be at least 16 years of age) to work at FSW. 1 youth will work solely in a clerical capacity and will assist the Early Childhood staff with office needs as they prepare for the new school year. Bi-lingual in Spanish is a plus. 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.</p> <p>3 youth will work in the classrooms with the children and responsibilities will 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. Hours are Monday-Friday 8 am-2 pm. Youth will be asked to work in one of 2 locations: North Street (next to White Plains High School), or Rochambeau (on Fisher Ave.) A medical is required.</p>
<p>C3. Clerk's Office <i>Assistant Clerk</i></p> <p>1 youth needed who is good with details to assist with a large scanning project. Youth may also be assigned to some other clerical duties within the department as needed. Accuracy is extremely important. Hours will be Monday-Friday 10-4pm.</p>	
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE4.Engineering/Code Enforcement <i>Clerical Assistant</i></p> <p>3 youth needed (must be 16 years of age or older) 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>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE5. Highway Department <i>Assistant Highway Workers</i></p> <p>2 youth needed (must be 16 years of age or older) to assist with painting and cleaning of department equipment. Will also assist with maintenance of parks, and other tasks as assigned.</p>	
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE7. Mayors Office <i>Clerical Assistant</i></p> <p>1 youth needed (must 16 years of age or older) 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. Hours are Monday-Friday 10-2.</p>	<p>C6. Housing Authority <i>Clerical Assistant</i></p> <p>1 youth needed to perform basic clerical duties such as: filing, typing, making labels, and answering phones. Applicants should have basic word processing and database skills and will be asked to arrange documents according to an established system. Hours are Monday-Thursday 8-4pm.</p>
<p>C9. Planning Department <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. Hours are Monday-Thursday 10:00am- 3:00pm.</p>	<p>C8. Parking Department Traffic Division <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>C10. Personnel Department <i>Clerical Worker</i></p> <p>1 youth needed to assist with mostly filing and scanning documents, moving boxes in and out of storage building as needed, typing, shredding, assisting with mailings, answering phones, and greeting employees and members of the public.</p>
	<p>C11. Public Library <i>TROVE Assistant</i></p> <p>2 youth needed to assist with outdoor Storytime, putting together Grab & Go kits, program-prep work, and other duties within the library as assigned. Hours are Monday-Thursday 10-4pm.</p>

<p>MUST BE 15 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE12. Police Department <i>Clerical Assistant</i></p> <p>3 youth needed (must be 15 years of age or older) for: filing, data entry, answering phones, disseminating records to the public and preparing forms and spread sheets. This is an exciting opportunity to meet and work alongside some of your local Police Officers.</p>	<p>C13. Public Works Department <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. Maximum of 15 hours per week.</p>
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE14. Public Works <i>Garage</i></p> <p>1 youth needed (must be 16 years of age or older) to assist in the Parts room with reorganizing inventory, helping with putting away stock deliveries. Sweeping, cleaning and some limited painting.</p>	<p>C15. Public Works <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>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE16. Youth Bureau Greeter/Counselor <i>Bits n' Pieces Camp</i></p> <p>1 bilingual (Spanish/English) youth needed (must be 16 years of age or older) who is mature, responsible, well-spoken and polite to monitor the front entrance of the camp. Youth will be responsible for signing in all campers at the start of the camp day as well as monitoring the dismissal/sign out sheets at the end of the day. During the camp day youth will be assigned to work with a group of campers and will be asked to assist with daily activities.</p> <p>Hours are Monday-Friday 9:00 to 5:00pm. Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 21st 3:00-4:30 at Church Street Elementary School in the cafeteria.</p>	<p>Must be 15 YEARS OF AGE TO APPLY</p> <p>CAGE17. Youth Bureau <i>Entrepreneurship Program</i></p> <p>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?</p> <p>12 bright, energetic youth needed (must be 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.</p> <p>Hours are Monday-Thursday, 10:00am-12:00pm and 1:30-3:30</p>
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE18. Youth Bureau S.T.E.M Camp <i>Greeter/Counselor</i></p> <p>1 bi-lingual (Spanish/English) youth 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 during mornings and afternoons. Youth will be responsible for signing in all campers entering the building and providing information as requested. Applicant will also work with the middle school age children in math and science and will be asked to assist with daily activities. Monday-Friday 8:30-4pm.</p>	<p>MUST BE 18 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE19. Youth Bureau <i>Summer Career Academy</i> <i>Program Assistant</i></p> <p>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 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.</p>
<p>MUST BE 14 YEARS OF AGE TO APPLY</p> <p>CAGE20. Youth Bureau Summer Career Academy <i>Workforce Preparation Program</i></p> <p>12 youth needed (must be 14 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 at the WP Youth Bureau.</p>	<p>MUST BE 15 YEARS OF AGE TO APPLY</p> <p>CAGE21. Youth Bureau PHAL Program <i>Workforce Preparation Program</i></p> <p>15 youth needed (must be 15 years of age) to participate in training and serve as positive role models in the area of health and wellness to elementary age children in the community. Employees in this position will participate in training focused on presentation skills, nutrition, fitness, community gardening and social emotional wellbeing. Participants will then incorporate the skills they've learned and put together fun activities to implement with the children in Bits n' Pieces camp. Hours are Monday-Friday 11-3pm at the WP Youth Bureau.</p>

Maintenance Positions

MUST BE 16 YEARS OF AGE OR OLDER TO APPLY

MAGE1. Youth Bureau Bits n Pieces Camp *Custodian*

2 youth needed (**must be 16 years of age or older**) 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 9:30-5:30 pm. Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 21st 3:00-4:30 at Church Street Elementary School in the cafeteria.

MUST BE 17 YEARS OF AGE OR OLDER TO APPLY

MAGE2. 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 supplies to the camp sites. Other responsibilities will include: accompanying staff to deliver water; picking up lunches. Those who apply must be flexible and enjoy working around children. **Camp employment dates are Monday, July 5 – Thursday, August 18. Hours are Monday-Friday, 7:30am – 1:30pm.** Applicants must be available for mandatory orientation on Tuesday, June 28, 12:00-5:00 pm at Mamaroneck Avenue School cafeteria.

Child Care/Summer Camp Positions

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY

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

8 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 preferred. Hours are 9:00-5:00 pm**

Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 21st 3:00-4:30 at Church Street Elementary School in the cafeteria.

MUST BE 16 YEARS OF AGE OR OLDER TO APPLY

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

8 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. Hours are 9:00-5:00 pm**

Applicants must be available to attend orientation for Bits n' Pieces staff on Tuesday, June 21st 3:30-4:30 at Church Street Elementary School in the cafeteria.

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY

SAGE3. 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

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

2 counselors 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.**

ONLY 15 YEAR OLDS CAN APPLY

SAGE5. Recreation & Parks *Specialist Assistant (Camp Chickadee)*

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist Program Specialist with activities, helping to monitor and prepare supplies for camp special programs, help with set up and breakdown activities in a variety of environments such as: gym, classroom, and outdoors. Must be mature, flexible, self-motivated, cooperative, willing to take direction, and enjoy working around children. Special Assistants will not go on trips. No summer school candidates. **Must be available full camp season. Hours are 8:00am – 2:30pm.** Applicants must be available for mandatory orientation on Tuesday, June 28, 12:00-5:00 pm at George Washington Elementary School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY

SAGE6. Recreation & Parks *Counselors in Training (Camp Panawok)*

5 junior counselors needed (**ONLY 15 yr. olds can apply**) to work with children in a variety of environments such as: gym, classroom, and outdoors. Must be mature, flexible, self-motivated, cooperative, willing to take direction, and enjoy working with children. CITs will not go on trips. No summer school candidates. **Must be available full camp season. Hours are 11:30am - 6pm.** Applicants must be available for mandatory orientation on Tuesday, June 28, 12:00-5:00 pm at Mamaroneck Avenue School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY**SAGE7. Recreation & Parks**
Specialist Assistant (Camp Panawok)

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist Program Specialist with activities, helping to monitor and prepare supplies for camp special programs, help with set up and breakdown activities in a variety of environments such as: gym, classroom, and outdoors. Must be mature, flexible, self-motivated, cooperative, willing to take direction, and enjoy working around children. Special Assistants will not go on trips. No summer school candidates. **Camp employment dates are Tuesday, July 5 – Friday, August 12.** Hours are 8:30am – 3pm. Applicants must be available for mandatory orientation on Tuesday, June 28, 12:00-5:00 pm at Mamaroneck Avenue School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY**SAGE8. Recreation & Parks**
Specialist Assistant (Camp Quaropas)

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist Program Specialist with activities, helping to monitor and prepare supplies for camp special programs, help with set up and breakdown activities in a variety of environments such as: gym, classroom, and outdoors. Must be mature, flexible, self-motivated, cooperative, willing to take direction, and enjoy working around children. Special Assistants will not go on trips. No summer school candidates. **Camp employment dates are Tuesday, July 5 – Friday, August 12.** Hours are 8:45am – 3:15pm. Applicants must be available for mandatory orientation on Tuesday, June 28, 12:00-5:00 pm at White Plains High School cafeteria.

Recreational/Outdoor Positions

R1. Recreation & Parks
Scorekeeper at Kittrell Park

4 scorekeepers needed to work **Tuesday-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 12 hours per week - and runs until Thursday, August 18th**)

R3. 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 11th-August 4th however days & times vary. Applicants will also be required to work the Independence Day event at WPHS July 1st 3-10pm. Applicants must be available for mandatory orientation with Recreation & Parks staff in June date to be determined.

MUST BE 14 YEARS OF AGE TO APPLY**RAGE5. Youth Bureau**
Growing White Plains Community Garden
Garden Interns

12 youth needed (**must be 14 years of age**) to work growing crops organically for distribution to those in need. Work takes place at a community garden site 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 11:30am, 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 1st. Applicants must be available for mandatory orientation with Recreation & Parks staff in June date to be determined.**

MUST BE 15 YEARS OF AGE TO APPLY**RAGE4. Youth Bureau**
Greening Project
Environmental Education Program

12 youth needed (**must be 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. **Hours are Monday-Friday 9-2pm.**

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY**RAGE6. 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 8:30-11:30am, however youth may be asked to stay later some days as needed.**

Arts Position

MUST BE 16 YEARS OF AGE OR OLDER TO APPLY**AAGE1. 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 to help them build valuable theatre skills. Interest in theatre/film visual arts and working with children a must. Youth will work alongside the creative teams, and apprentices. **Hours are Mon-Fri 9:00am-4:30pm. Monday, July 11th - Friday, August 12th.**