



**NORTHWEST INDIANA COMMUNITY ACTION
SUMMER YOUTH EMPLOYMENT PROJECT APPLICATION**

One application will be accepted from each applicant. Completed eligible applications will be entered into a lottery to determine those applicants who will be offered a position in the Summer Youth Employment Project (SYEP). **Applications must be received at NWICA by 5:00 p.m. May 28, 2010**
SUBMISSION OF APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT

The applications items of ethnicity, disability status is voluntary and will be treated with confidentiality. They cannot be used to affect your status in receiving employment benefits and/or services.

Applicant Information

Last Name _____ First Name _____ Middle _____

Date of Birth ____/____/____ Social Security # ____-____-____ M F

Citizenship Status check one: US Citizen Permanent Resident Alien Other

Address _____ Apt.# _____

City _____ State IN zip _____

County you live in check one: Lake Porter Jasper Newton

Parent/Guardian Information

Last Name _____ First _____ Middle _____

Address _____ Apt.# _____

City _____ State _____ zip _____

Applicant Phone# (____) ____ - ____ Cell (____) ____ - ____ email Address _____

Emergency Contact Information

Last Name _____ First _____ Phone (____) _____

Race: (check one or more) American Indian Asian White Black Mixed Race

Ethnicity: (check one) Hispanic/Latino? Yes No

Current Educational Level: In HS/or below H S Grad College student GED

Educational Status: Student: F-time P time Vocational Post Secondary Not in School

Current Grade: High School or Middle School _____ or last grade completed _____

Is the applicant any of the following? (check all that apply) Disabled Foster Care Homeless

Run away Court involved offender Served in Military

Is the applicant's family currently receiving public assistance? YES NO

Type of Public Assistance: TANF Food Stamps SSI Other _____

Total Family Monthly Income \$ _____ (gross)

Number of people in your household (including yourself) _____

Do you have transportation? Yes No

Do you know what site you want to work at? Yes No If Yes Where? _____

CERTIFICATION OF ACCURACY

I understand and certify that all information on this form is true and correct. I understand that any false statement(s) may subject me to criminal prosecution and/or civil action for the return of all monies received. I agree and accept that I will abide by all applicable rules and regulation of this project.

Applicant Signature Date

Parent/Guardian signature Date
(Required if applicant is under 18 years of age)

SYEP Specialist Date

- Submit all 3
- 1) SIGNED APPLICATION
 - 2) Completed JOB PREFERENCE & SKILLS INVENTORY
 - 3) Completed Ranking of TYPICAL SUMMER JOBS
 - 4) Copies of ALL REQUIRED APPLICANT DOCUMENTATION (see instructions)
 - 5) Signed Release of Information
 - 6) Signed Media Release

**NORTHWEST INDIANA COMMUNITY ACTION
5240 Fountain Drive, Crown Point Indiana 46307
219-794-1829 Toll-free: 800-826-7871**

APPLICATIONS DUE AT NWICA BY 5:00 P.M. FRIDAY MAY 28, 2010

**NORTHWEST INDIANA COMMUNITY ACTION
SUMMER YOUTH EMPLOYMENT PROJECT 2010
JOB PREFERENCE & SKILLS INVENTORY**

Section 1: What **type of work** do you prefer? (*Circle your choice for each question*)

- | | | |
|-----------------------------|---------------------------|----------------------|
| 1. Inside | Outside | |
| 2. Paperwork | Physical labor | |
| 3. Sitting | On your feet | |
| 4. Warm temperatures | Cold temperatures | Normal Conditions |
| 5. With animals | With people | With things/machines |
| 6. With Youth | With Adults | Neither |
| 7. Multi-Projects at a time | Single Projects at a time | Varies |

Section 2: What **type of conditions** do you prefer to work under? (*Check box for each condition*)

Job Condition	Okay	Prefer Not	No Way
1. Loud noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Working under deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Requires attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dealing with change in routine during a day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Varying schedule (hours and days change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Exposure to machinery with moving parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Appearance & grooming very important	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Requires lifting & carrying (up to 50 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Continually fast pace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Lots of activity going on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: What **skills** do you possess? (*Check your TOP 3 skills*)

- | | | |
|--|--|---|
| <input type="checkbox"/> Making Decisions | <input type="checkbox"/> Reading Comprehension | <input type="checkbox"/> Mechanical Ability |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Math | <input type="checkbox"/> Building Skills |
| <input type="checkbox"/> Listening to Others | <input type="checkbox"/> Writing | <input type="checkbox"/> Using measuring devices
(rulers, tape measures) |
| <input type="checkbox"/> Talking with Others | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Repairs |
| <input type="checkbox"/> Caring for Others | (What? _____) | <input type="checkbox"/> Computer/Technology |
| <input type="checkbox"/> Work With Others | <input type="checkbox"/> Presentational Speaking | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Influencing Others | <input type="checkbox"/> Problem-Solving | <input type="checkbox"/> Artistic |
| <input type="checkbox"/> Directing Others | <input type="checkbox"/> Memorization | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Self- Initiative | <input type="checkbox"/> Planning/Organizing | <input type="checkbox"/> Cleaning |

Section 4: What **level of supervision** do you prefer? (*Check one*)

- Work on own with little instruction/directions
 Work on own but receive initial instruction/directions to get started
 Work closely with supervisor to receive ongoing instruction/directions
 No Preference

Section 5: What level of **contact with others** do you prefer? (*Check one*)

- Position is isolated. Contact with others is minimal.
Example: Janitor.
 Position is relatively isolated. Contact with others is available at times such as breaks.
Example: Data Entry Position.
 Position requires some interaction with others.
Example: Office Assistant.
 Position requires high degree interactions with others.
Example: Greeter.

TYPICAL SUMMER JOBS

Please rank what category you are interested (1 = first choice, 2 = second, 3 = third)

Preference Ranking	General Category	Specific Tasks
	Clerical	Answering phones & taking messages
		Greeting customers
		Typing
		Preparing written correspondence
		Data Entry
		Photocopying
		Faxing
		Filing and alphabetizing
		Mailing (stuff, fold, stamp & mail)
	Physical Labor	Cleaning/General Maintenance (can include washing windows, dusting, trash removal/picking up, carpet cleaning, mopping, vacuuming, sweeping)
		Working in vineyards, tying up vines
		Berry picking
		Lawn care/Grounds Maintenance (can include mowing, trimming, weeding, planting, watering, clean-up, raking)
		Loading and unloading trucks
		Sorting cans and bottles
		Washing clothing
		Painting
		Rearranging office furniture
		Moving items to storage room
		Hanging drywall
		Roofing
		Siding
		Interior remodeling
	General masonry	
	Working With Animals	Cleaning stalls/pens/cages
		Cleaning animals (wash and groom)
		Walking horses/other animals
		Providing food and water to animals
	Working with Young Kids	Assist in youth supervision
		Playing educational games, arts & crafts with youth
	Working with Teens	Assist in youth supervision
		Playing educational games, arts & crafts with youth
	Working with Elderly	Assist in elderly supervision
		Playing games, arts & crafts with the elderly
	Sales/Marketing/ Customer Service/Retail	Marketing
		Sales
		Handle, record and account for all cash transactions
		Hanging or folding merchandise
		Monitoring fitting rooms
		Ticketing merchandise
		Stocking shelves
		Answering questions/Offering Assistance
	Restaurant/Food Service	Cooking
		Food preparation (peeling potatoes, cutting fruits/vegetables, etc.)
		Serving food
		Inventorying food
		Bussing tables
		Cleaning and stacking dishes
	Other	



NORTHWEST INDIANA COMMUNITY ACTION SUMMER YOUTH EMPLOYMENT PROJECT 2010

Required Applicant Documentation

In order to be considered for the SYEP you will need to bring certain documents to your SYEP provider (NWICA). You must submit COPIES of one (1) item from categories 1-8 listed below as it applies to you. These items are needed to officially complete your enrollment so that you are eligible for a SYEP job. Note: some documents may satisfy more than one category (i.e. U.S. Birth Certificate or current U.S. Passport satisfies both categories 1 and 4).

- 1. Proof of age** *Applicants must turn 14 years old before April 1, 2010. Applicants may not turn 25 years old before September 1, 2010*

- Birth Certificate
- Indiana Driver License
- Alien Registration Card
- Valid U.S. Passport

- 2. Proof of Social Security Card**

- Social Security Card (only)

- 3. Work Permit (must be age applicable)**

If you are under the age of 18 at time of application, you must submit your most current work permit. Work permit can be acquired through your school. If you are not attending school call or contact your local public high school.

- 4. Proof of citizenship/ Alien Status**

- Valid U.S. Passport or
- U.S. Birth Certificate or
- Alien Registration Card or
- Certificate of Naturalization or
- Employment Registration Card

- 5. Proof of Address (dated within the last 3 months)**

- Home Utility Bill or
- Current lease or
- Official mail from a federal, state or city agency

6. Proof of Family Income (Dated within the last 3 months)

A. If Supported by Public Assistance

- Current EBT (SNAP/food stamp) card with parent/guardian name and recent store receipt or
- Supplemental Security Income (SSI) award letter from Social Security (must include applicant’s name, benefit number and date.)
- Other documentation of a disability or
- An agency letter verifying youth or family homeless status or
- Letter showing youth is in foster care or
- Energy Assistance Program approval letter

B. If not supported by Public Assistance, provide proof of all household income.

- Two (2) consecutive pay stubs dated within the last 3 months or
- 2009 W-2 forms and one (1) pay stub dated within the last 3 months or
- Unemployment Benefit documentation dated within the last 3 months or
- Self-employment or rental income: 2009 tax return with Schedule C or E or F ---or
- Energy Assistance Program approval letter

7. SYEP Application

- If under 18 years of age the signature of a parent or guardian is required.
If 18 years of age or older the application must be signed by the participant.

8. Proof of Disability: NOTE PLEASE PROVIDE ONLY IF APPLICABLE

- Official documentation as Applicable certifying disability from a physician, school, social service agency or authorized entity

Please note: All references to the word “current” means documents dated within the last 3 months or where applicable, documents which are still valid.

What is considered “Low Income”? Low income status is based on your parents’/or your income and the number of people living in your house. If you are submitting payroll stubs or other documents to show your or your parents’ income for the most recent 3 months, it must be at or below the amounts listed here:

200% of the 2009-2010 Poverty Level Guidelines

Size of Household	Yearly Income Limit	Three Month Income Limit	For households with more than six members, add \$7,480 per member for 12 months or \$1,870 for three months.
1	up to \$21,660	\$5,415	
2	\$29,140	\$7,285	
3	\$36,620	\$9,155	
4	\$44,100	\$11,025	
5	\$51,580	\$12,895	
6	\$59,060	\$14,765	



**NORTHWEST INDIANA COMMUNITY ACTION (NWICA)
SUMMER YOUTH EMPLOYMENT PROJECT (SYEP) 2010**

RELEASE OF INFORMATION FORM

Applicant (if over 18):

I give permission for the Northwest Indiana Community Action Summer Youth Employment Project to contact my school to obtain additional information including: report card, graduation information, IEP, etc. and/or conduct a background check, if necessary. I also give Northwest Indiana Community Action Summer Youth Employment Project permission to verify my case number, cash and food stamp amounts, opening date, address, and/or date of birth, through contact with Lake County Dept. of Family and Children Services. All information is kept confidential.

Applicant /If 18 years of age or older

Date

Parent/Guardian:

I give permission to Northwest Indiana Community Action Summer Youth Employment Project to contact my child's school to obtain additional information including: report card, graduation information, IEP, etc. and/or to conduct a background check, if necessary. I also give Northwest Indiana Community Action Summer Youth Employment Project permission to verify my case number, cash and food stamp amounts, opening date, address, and/or date of birth, through contact with Lake County Dept. of Family and Children Services. All information is kept confidential.

Parent/Guardian Signature

Date



**NORTHWEST INDIANA COMMUNITY ACTION (NWICA)
SUMMER YOUTH EMPLOYMENT PROJECT (SYEP) 2010**

MEDIA RELEASE FORM

APPLICANT (mark one)

I agree to allow for any pictures, my recorded image or voice to be used for promotional materials, and understand that I will not be compensated for them.

I do not agree for any pictures, my recorded image, or my voice to be used for promotional materials.

Applicant/If 18 years of age or older

Date

PARENT/GUARDIAN (mark one)

I agree to allow for any pictures, the recorded image or voice of my child to be used for promotional materials, and understand that neither I, nor my child will be compensated for them.

I do not agree for any pictures, recorded image, or voice of my child to be used for promotional materials.

Parent/Guardian

Date
