



**Summer Jobs for Youth Work
Experience Program**

City of San José
Office of Economic Development
APPLICATION

San Jose Area Gilroy/South County

(Please circle the area you are applying for)

- Please print clearly and attach extra sheets if necessary.
- Please use your legal name on all documents.

Return Application to:
work2future
Summer Jobs for Youth Program
One Stop Career Center
1290 Parkmoor Avenue, San José, CA 95126

CONTACT INFORMATION:

Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:	City:	Zip Code:	Date of Birth (mm/dd/year) Age:
Phone:	Cell Phone:	Email Address:	Social Security #:
Emergency contact information:	Name:	Relationship:	Phone:

AVAILABILITY:

What kind of transportation do you have?

What hours are you available to work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Starting Time:							
Ending Time:							

EDUCATION LEVEL:

High School, Continuation or Community College	Currently Enrolled?	# Of years completed	Dates attended	Year you will graduate	Awards & Certificates
Name: City:	YES <input type="checkbox"/> NO <input type="checkbox"/>				

EMPLOYMENT HISTORY: Begin with your current or latest job, list ALL work, including paid and volunteer positions. Attach additional sheets if necessary.

From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City State	Supervisor’s Name	Supervisor’s Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		
From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City State	Supervisor’s Name	Supervisor’s Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		

SKILL SUMMARY:**English speaking skills:** Conversational Fluent**English reading skills:** Basic Intermediate Advanced**English writing skills:** Basic Intermediate Advanced**Languages spoken other than English:** Spanish Vietnamese Cantonese Mandarin Tagalog Cambodian American Sign Language Other:**Computer skills:** Basic Intermediate Advanced**Software programs used: (mark all that you can use)** Microsoft Word Excel PowerPoint Internet Access Other:**Office equipment used:** Fax machine Copy machine Telephone Other:**Experience working with children:** YES NO If yes, how long?**Hand tools used (please list):****LIST YOUR INTERESTS AND EXTRACURRICULAR ACTIVITIES:****EMPLOYMENT DOCUMENTS REQUIRED (WHEN TURNING IN APPLICATION):**

1. A U.S. Passport or Certificate of U.S. Citizenship/Naturalization:

OR2. One form of Picture ID (CA ID card or Driver's License, or Student ID) **AND** proof of eligibility to work (Original Social Security Card or Birth Certificate)**IF YOU ARE UNDER 18 YEARS OLD, BY LAW YOU WILL BE REQUIRED TO OBTAIN A WORK PERMIT:****WORK PERMIT APPLICATION**

- Please attach a Work Permit Application (which you can get through your guidance counselor or the career center located at your school). If you are chosen for the program, our staff will sign the form and return it to you to be processed at your school (your school cannot issue a Work Permit until you are hired).

PLEASE CHECK ALL THAT APPLY: (Optional)

Ethnicity: A job applicant has the opportunity to voluntarily indicate his/her ethnic identification on an employment application. Each applicant also has the opportunity to voluntarily identify any disabilities. This portion of the application will be kept confidential, and may assist the employer and placing agencies to compile statistical reports regarding the composition of the participants in any related educational and/or employment programs. It is unlawful to use this information to discriminate against or give preference to a person for hiring or promotion.

 Asian Indian Cambodian Chinese Filipino Guamanian Hawaiian Japanese Korean Laotian Samoan Vietnamese Other Pacific Islander Other Asian Black – African American Hispanic or Latino American Indian/Alaskan Native White Other**CONFIDENTIAL INFORMATION:**Have you ever been fired from a position? YES NO If yes, please explain:Have you ever been convicted of a felony or misdemeanor in violation of any law, regulation, or ordinance? YES NO

If yes, provide court information and circumstances below. Conviction is not an automatic disqualification from employment. Each case is considered individually; however, failure to list a conviction is cause for automatic ineligibility for hire or dismissal. It is a City policy to obtain and review conviction records. You may omit any traffic offense, which was an infraction and resulted in a fine of less than \$400. You may also omit any conviction for marijuana-related offenses that are beyond two years in age.

Do you have any relatives employed by the City of San Jose? YES NO If yes, please identify first and last name, department and title, and relationship.

Please use this space or additional sheet if there is any additional information relating to the topics listed above that you like to share.

CERTIFICATION – *(Read carefully before signing)*

I hereby certify that the information provided in my resume, all statements made in this application, and all statements made during the interview process are true and correct to the best of my knowledge. I agree and understand that any misstatement, falsification, or omission of material facts will cause forfeiture of my eligibility for employment. I also understand that falsification or omission of information regarding convictions will result in my removal from eligible lists or dismissal from City of San Jose employment. I understand that I give the right to the City of San Jose to check any information regarding my employment application.

Signature of Applicant

Date

Signature of Parent/Guardian
(for minors)

Phone

Date

03/09