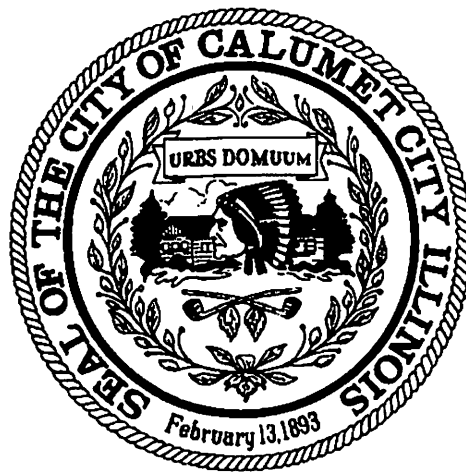


MAYOR MICHELLE MARKIEWICZ QUALKINBUSH



YOUTH SUMMER EMPLOYMENT PROGRAM

POLICY

SUMMER 2017

“Studies have shown that youth who entered the work force at an early age are more successful as adult workers.” - U.S. Conference of Mayors

PURPOSE

The purpose of this program is to provide work experience for Calumet City students 16 to 22 years of age who might not otherwise have the opportunity to find gainful summer employment, due to their studies. Additionally, this program will further instill a sense of community pride, accomplishment and belonging to the young people of our City.

POLICY

The City of Calumet City will utilize the Mayor’s Summer Youth Employment Program to further the City’s beautification efforts by assigning community clean up teams throughout Calumet City. The Summer Employment Students will be introduced to the world of work, receive a paycheck and a productive summer while local residents will see cleaner neighborhoods.

PROCEDURE

The City will employ up to fifty (50) Calumet City student young people

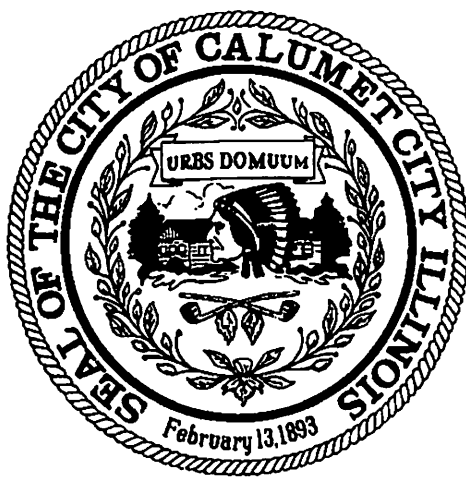
A. Requirements:

1. Must be a Calumet City resident
2. Must be sixteen (16) to (22) years of age
3. Must be an active student (high school or college)
4. Must have a valid Illinois driver’s license or State I.D.
5. Must be able to do physical labor outdoors (shovel, sweep, paint etc.)

B. Program Information

1. Nine (9) week program
(2017 program begins June 12th through August 11th)
2. Twenty (20) hour work week; \$8.25 per hour
3. Type of work include cleaning streets and alleys, painting curbs and hydrants, picking up and removing debris.
4. Location of work will vary throughout Calumet City

MAYOR MICHELLE MARKIEWICZ QUALKINBUSH



YOUTH SUMMER EMPLOYMENT PROGRAM

APPLICATION PACKET

SUMMER 2017

DEPARTMENT OF PERSONNEL

MICHELLE MARKIEWICZ QUALKINBUSH

Mayor

James Patton
Director



204 Pulaski Road
Phone: 708-891-8100
708-891-8223
Fax 708-891-0472

Calumet City, Illinois 60409

MAYOR ANNOUNCES SUMMER YOUTH EMPLOYMENT PROGRAM

Students offered opportunity to work in community

CALUMET CITY, IL -Mayor Michelle Markiewicz Qualkinbush has announced her Summer Youth Employment Program. The program offers local students an opportunity to work in their community during the summer months.

Students interested in applying for the program must meet the following requirements:

- (1) Must be a Calumet City resident**
- (2) Must be sixteen (16) to twenty-two (22) years of age**
- (3) Must have a valid Illinois driver's license or Illinois state identification card with a Calumet City address**
- (4) Must be enrolled in high school or college for the 2016-2017 school year**
- (5) Must be able to do physical labor outdoors (shovel, sweep, paint, etc)**

Application Packets are available online at www.calumetcity.org from May 15, 2017 through June 5, 2017. **Applications must be returned, accompanied with a resume, a copy of your social security card, a copy of your school identification card and copy of your Illinois driver's license or Illinois State identification card, to City Hall, 204 Pulaski Road, by June 6, 2017.**

The Mayor's Summer Youth Employment Program begins June 12, 2017 and will last until August 11, 2017. Students will be paid \$8.25 per hour and will be required to report to the Public Works Garage Monday through Friday, for up to 20 hours a week. Work duties will include cleaning of streets and alleys, painting of curbs and hydrants, and other city beautification projects.

Information and Application Packets are available at www.calumetcity.org

"An Illinois Certified City"

CITY OF CALUMET CITY SUMMER YOUTH PROGRAM

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Email Address:		
Cell Phone	Social Security No.	Years at current address	
Date of Birth			
Are you a citizen of the United States? Yes or No If no, are you authorized to work in the U.S.? Yes or No			
Have you ever worked for the City of Calumet City? Yes or No If so, when?			
Have you ever been convicted of a felony? Yes or No If yes, explain			

PARENT OR GUARDIAN INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Email Address:		

EDUCATION			
Grammar		Address	
From	To	Did you graduate?	
High School		Address	
From	To	Did you graduate?	
College		Address	
From	To	Did you graduate?	Degree
Number of school days missed this school year			
Are you already enrolled for the 2016-17 school year? Yes or No			

PREVIOUS EMPLOYMENT AND/OR VOLUNTEER WORK			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? Yes or No			
Company		Phone	
Address		Supervisor	

Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? Yes or No		
Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? Yes or No		

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

EMERGENCY CONTACT: In case of emergency notify	
Full Name	Relationship
Address	Phone

RESUME
Is your resume included with this application? Yes or No

DISCLAIMER AND SIGNATURE	
<p>"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or with cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."</p>	
Signature	Date