

Gadsden County

Board of County Commissioners

9B East Jefferson Street, Quincy, Florida 32351, (850)875-8650, www.gadsdencountyfl.gov

2021 Gadsden Youth Initiative Program

*Teens Between the ages of 17-19 Are Encouraged to Apply for the
2021 Gadsden Youth Initiative Program*

Gadsden County announces its Youth Initiative Program, designed to allow students the opportunity to obtain work experience in a real-world environment. For seven (7) weeks, youth between the ages of 17 and 19 will be introduced to the workplace, gaining valuable employment skills and industry recognized credentials, all while earning a modest income.

Youth selected will earn \$8.65 per hour.

The program begins Monday, June 28th and ends Thursday, August 19th.

Applications Accepted:

Monday, May 17th through Monday, June 14th

Applications can be obtained from the Gadsden County BOCC's website – www.gadsdengov.net, any of the three branch libraries, at local county high schools, or from the Gadsden County employment board located on the 1st floor of the Edward Butler Governmental Complex Building
9B East Jefferson Street, Quincy, Florida

Proof of Residency and a letter of reference from the youth's school of attendance must be included when submitting the application.

Qualifications to Participate in the Program:

- *Student Must be a Gadsden County Resident*
- *Must be between the ages of 17 – 19 on the date the program starts*
- *Currently Enrolled in a Gadsden County School*
- *Letter of Reference from their school highlighting:*
 - *Student Performance*
 - *Character*
 - *Work Ethic*

Applications are to be submitted "ONLY" to the:
Gadsden County Board of County Commissioners
Administrator's Office

Location: Edward Butler Building
9B East Jefferson Street, 2nd Floor, Suite 201
Quincy, Florida



Applications may also be E-mailed to: HR@gadsdencountyfl.gov

For more information, please visit the County's website at: www.gadsdengov.net or contact **Human Resources at (850) 875-8648 or (850) 627-5334.**



Gadsden County

Board of County Commissioners

9B East Jefferson Street, Quincy, Florida 32351, (850)875-8650

www.gadsdencountyfl.gov

2021 Gadsden Youth Initiative Program Employment Application

Current Age _____ DOB _____	Current Grade Level _____												
Municipality/Area where you live: <table style="width: 100%;"><tr><td><input type="checkbox"/> Chattahoochee</td><td><input type="checkbox"/> Greensboro</td><td><input type="checkbox"/> Gretna</td><td><input type="checkbox"/> Havana</td><td><input type="checkbox"/> Midway</td><td><input type="checkbox"/> Quincy</td></tr><tr><td><input type="checkbox"/> St. John</td><td><input type="checkbox"/> Robertsville</td><td><input type="checkbox"/> Scott Town</td><td><input type="checkbox"/> Sycamore</td><td><input type="checkbox"/> Sawdust</td><td><input type="checkbox"/> Shallow</td></tr></table>		<input type="checkbox"/> Chattahoochee	<input type="checkbox"/> Greensboro	<input type="checkbox"/> Gretna	<input type="checkbox"/> Havana	<input type="checkbox"/> Midway	<input type="checkbox"/> Quincy	<input type="checkbox"/> St. John	<input type="checkbox"/> Robertsville	<input type="checkbox"/> Scott Town	<input type="checkbox"/> Sycamore	<input type="checkbox"/> Sawdust	<input type="checkbox"/> Shallow
<input type="checkbox"/> Chattahoochee	<input type="checkbox"/> Greensboro	<input type="checkbox"/> Gretna	<input type="checkbox"/> Havana	<input type="checkbox"/> Midway	<input type="checkbox"/> Quincy								
<input type="checkbox"/> St. John	<input type="checkbox"/> Robertsville	<input type="checkbox"/> Scott Town	<input type="checkbox"/> Sycamore	<input type="checkbox"/> Sawdust	<input type="checkbox"/> Shallow								
Personal Information													
Last Name _____ First Name _____ MI _____													
<u>Physical Address:</u>													
Street Name & Number: _____													
City: _____	Zip: _____												
Home Phone #: _____	Cell#: _____												
<u>Mailing Address (If Different From Above):</u>													
Street Name & Number or P.O. Box: _____													
City: _____	Zip: _____												
E-Mail Address: _____													
<u>Name of Parent/Guardian:</u> _____	<u>Contact #:</u> _____												
Are you a resident of Gadsden County?: <input type="checkbox"/> Yes <input type="checkbox"/> No													
<u>This program is available to Gadsden County Residents Only</u>													
Citizenship/Authorization													
The Gadsden County BOCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. before you are hired.													
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If no, do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized"?													
<input type="checkbox"/> Yes, Card # _____	<input type="checkbox"/> No												
Education													
	Name of School	Grade Level Completed											
Elementary													
Middle													
High School													

Current or Previous Work History

Current or Previous Employer: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Telephone #: _____

Dates of Employment: From ____/____/____ to ____/____/____

Hours Worked Per Week: _____ Salary Beginning: _____/Ending _____

Specific Job Duties:

Work Skills

- ☐ Certifications: Please List: _____, _____, _____
- ☐ Office Skills: Typing, Faxing, Filing
- ☐ Camp/Youth Group Leader
- ☐ Customer Service: Answering/Routing Calls, Receptionist
- ☐ IT Services: Computers Programming, Software Development
- ☐ Cashier/Money Handling
- ☐ Other: _____

Specific Areas of Expertise:

1. _____
2. _____
3. _____

Other Skilled Areas(List any other relevant skills whether paid/unpaid.)

1. _____
2. _____
3. _____

Areas of Interest/Hobbies

Please list below your interests and/or hobbies:

1. _____
2. _____
3. _____

CERTIFICATE OF APPLICANT

I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresentation or omission of fact may cause my application not to be considered; or, if I have been employed, may cause for my immediate dismissal. I authorize the Human Resources Office of Gadsden County BOCC to verify any information contained in this application and its attachments. I further authorize anyone having such information to release it. I further understand that I am applying for a position in the Gadsden County Youth Initiative Program. If I am selected for a position, I understand that I will be a participant in the Gadsden County Youth Initiative Program and not an employee of Gadsden County.

- ☐ Checking this box indicates that you have read and agree to the *Certificate of Applicant* statement above.
- ☐ Checking this box indicates that you understand you will have to attend a mandatory orientation and training that will be scheduled for two weeks: June 28th through July 16th.
- ☐ Checking this box indicates that you agree to follow all rules, guidelines, and policies established and enacted for the Gadsden Youth Initiative Program.
- ☐ Checking this box indicates your application is complete and you understand that an incomplete application will not be Reviewed or considered for participation in the Gadsden Youth Initiative program.

STOP!! – Make sure you read and check the boxes above. Unchecked boxes indicates an incomplete application.

Signature of Applicant: _____ Date: _____

Applications Without a Completed Proof Of Residency Form Will Not Be Accepted

Proof of Residency

It is required that a parent/guardian verify that a youth's address is within the County of Gadsden, Florida prior to submitting an application to participate in the Gadsden Youth Initiative Program. This form must be submitted along with two proofs of residency when submitting the employment application. Acceptable documents are listed below:

- Government Issued Photo ID such as Driver's License or ID Card
- Utility Bill (Cell Phone or Cable Bill will not be accepted as proof of residency)
- Residential Lease or Proof of Property Ownership
- Notarized Affidavit of Residency

Please complete the information below:

Youth Information:

Youth's Full Name	
Physical Street Address including City & Zip	
Contact Phone Number	
Current Grade Level	

Parent/Guardian Information:

Parent/Guardian Name	
Relationship to Youth	
Contact Phone Number	

By signing below, I acknowledge that the information provided above is true and correct.

Signature of Student

Date

Signature of Parent/Guardian

Date

AFFIDAVIT OF RESIDENCY

I, _____, the parent/guardian to
_____ (Youth Name), being duly sworn, do hereby
attest that:

1. The youth mentioned above is a resident of the City of: _____,
in Gadsden County, Florida.
2. His/Her address is: _____ (Street Number & Name)
_____ (City & Zip)
3. The youth has resided at the above address since: _____
(Indicate Date Residency Began)
4. The following people reside with the youth at the aforementioned address and can
attest to the residency:
 - a. Name: _____ Contact Phone #: _____
Relationship to Youth: _____
 - b. Name: _____ Contact Phone #: _____
Relationship to Youth: _____
 - c. Name: _____ Contact Phone #: _____
Relationship to Youth: _____

Signature of Parent/Guardian Completing Form

NOTARY ACKNOWLEDGEMENT

STATE OF FLORIDA
COUNTY OF _____

The foregoing affidavit was acknowledgement before me this _____ date of
_____, 2021, by _____, who is personally known to me or
proved through satisfactory evidence of identification which was _____ to
be the person named and who signed this affidavit.

Notary Signature
Printed Name _____
Notary Seal/Stamp
Commission Expires: _____