

2023 GADSDEN COUNTY SUMMER YOUTH JOB PROGRAM

Gadsden County announces its Summer Youth Job Program. For six (6) weeks, Gadsden County youth between the ages of 14 and 19 will have employment opportunities that provide them with on-the-job training that will help them prepare for the future. With support from local government and businesses, our Gadsden youth can transform their lives and start to develop career dreams.

HOURS AND EARNINGS

Youth selected will work for 6 weeks for up to 20 hours per week earning \$11.00 per hour.

PROGRAM START DATE

The program begins **Monday, June 26, 2023**, and ends **Friday, August 4, 2023**

Please note: A mandatory two day orientation will take place on **June 22, 2023** and **June 23, 2023**.

HOW TO APPLY

Applications will be accepted beginning **Monday, April 24, 2023** – **Friday, May 12, 2023**.

YOUTH JOB SEEKERS CAN APPLY BY FINDING AN APPLICATION AT:

- [gadsdencountysummeryouthjobprogram](#) web page.
- Gadsden County libraries (Quincy, Havana, or Chattahoochee).
- Gadsden County High Schools and Middle Schools
- Edward Butler Governmental Complex Building 9B East Jefferson Street, Quincy, Florida 32351.

QUALIFICATIONS TO PARTICIPATE IN THE PROGRAM:

- Must be a verified Gadsden County Resident.
- Must be between 14 and 19 on the program start date.
- Acceptable school attendance and school conduct.
- 2.0 or higher Grade Point Average (GPA).

APPLICATION CHECK LIST:

- 2023 Completed Application
- Most recent report card for the 2022-2023 school year that includes grades, attendance, and conduct. (Progress reports will not be accepted in place of report cards).
- Notarized Proof of Residency Form (if needed, a notary is available in Human Resources)
- Letter of recommendation from teacher or school administrator

APPLICATIONS WILL ONLY BE ACCEPTED IF SUBMITTED BY MAY 12, 2023 AND MUST BE SUBMITTED TO:

Gadsden County Board of County Commissioners
9-B East Jefferson Street, Security Desk
Quincy, Florida 32351
or
E-mailed to: HR@gadsdencountyfl.gov

For more information, please visit the County's website at: www.gadsdencountyfl.gov or contact Human Resources at (850) 875-8648 or Summer Youth Program at (850) 627-4054.

2023 Summer Youth Job Program

Employment Application

Personal Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Current Age: _____ DOB : _____ Graduation Year/Grade Level: _____

Name of Parent Guardian and Contact number: _____

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 citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If no, do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized"?

Are you a Gadsden County Resident? YES NO If yes, card number? _____

Municipality/Area where you live.

- Chattahoochee
- Greensboro
- Gretna
- Havana
- Midway
- Quincy
- Other _____ (e.g. St. John, Sycamore, Sawdust, Friendship, St. Hebron)

***This program is available to Gadsden County Youth Only.**

Education

Elementary: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Middle School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Current or Previous Work History

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 NO

Work Skills

- Word Processing Spreadsheets, Databases
- Camp/Group Leader
- Customer Service: Answering/routing calls, Copying, Filing, etc.
- Mechanics
- Custodial
- Cashier/Money Handling
- Other _____

Specific Software Knowledge:

- 1.
- 2.
- 3.
- 4.

Other Skilled Areas (List any other relevant skills)

- 1.
- 2.
- 3.
- 4.

Areas of Interest/Hobbies

Please list below your interest and/or hobbies:

- 1. _____
- 2. _____
- 3. _____

What are your future career goals? _____

**Disclaimer and Signature
CERTIFICATE OF APPLICANT**

I hereby certify that all statements made in this application and any attachments are true. I understand that any misstatement, misrepresentation, or omission of fact may cause my application not to be considered which is cause for immediate disqualification. I authorize the Human Resources Office of the Gadsden County BOCC to verify any information contained in this application and its attachments. I further authorize anyone having such information to release it. If I am selected, I understand that I will be a participant in the Gadsden County Summer Youth Job 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 on June 22, 2023 through June 23, 2023.
- Checking this box indicates your application is complete (recent report card, proof of residency and letter of recommendation) and you understand that an incomplete application will not be reviewed for participation in this program.

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

Signature: _____

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
_____, 2023, 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: _____

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 Summer Youth Employment Opportunity and Initiative Program. This form must be submitted along with two proofs of residency and the employment application. Acceptable documents are two of the following listed below:

- Government Issued Photo ID such as a Driver's License or ID Card.
- Utility Bill showing parent/guardian's name.
- Residential Lease or Proof of Property Ownership showing parent/guardian's name.
- Notarized Affidavit of Residency.

Please complete the information below:

Youth Information

Youth's Full Name	
Physical Street Address including City and Zip Code	
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