City of Sacramento
Department of Parks and Recreation

Landscape and Learning Youth Employment Program

YOUTH AIDE

Job Announcement – Summer 2015

The Landscape and Learning program is an employment program operated by the City of Sacramento, Department of Parks and Recreation for young people between 14 and 17 years of age. Youth are hired to work six hours per day, Monday - Friday. Youth Aides work in groups, including an adult supervisor, providing park maintenance in City parks. Typical duties include general weeding, trimming and restroom cleaning. Youth Aides are required to wear boots. If hired, the Youth Aide must provide their own boots and have them prior to the first day. Hiking boots are acceptable.

Print clearly using black or blue ink. If any portion of your application is incomplete or not readable your application will not be considered for employment.

SALARY: $9.00 per hour

HOURS: Monday - Friday; 6 ½ hours per day (including a ½ hour unpaid lunch)
8:00am – 2:30pm

DATES: June 24 - August 14 (no program Friday, July 3rd)

DEADLINE: Monday, April 13, 2015 (4:00PM)

ALL YOUTH MUST MEET THE FOLLOWING REQUIREMENTS AND SUBMIT THE FOLLOWING INFORMATION:

AGE: Applicants must be 14 to 17 years old on Saturday, June 13, 2015.

RESIDENCE: Applicants MUST reside within the city limits of the City of Sacramento. Please note: not all Sacramento address are within the city of Sacramento city limits.

CITIZENSHIP: Applicants must submit a copy of their signed Social Security Card and a clear copy of their photo identification card at the time of employment (please do not submit with this application packet). Acceptable photo identification includes California I.D. card and school I.D.

In addition, all forms attached must be completed and submitted.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT (916) 808-8929

City of Sacramento - Belle Cooledge Community Center
5699 South Land Park Drive
Sacramento, CA 95822

Applications will NOT be accepted after Monday, April 13th - 4:00PM, no exceptions.

Postmarks and faxes are not accepted.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
NAME _______________________________________________ EMAIL: ___________________

Last   First   Middle

ADDRESS _______________________________________________ nearest cross street

Number   Street   Apartment #

City     State    Zip Code

MAIN PHONE ______________________________ ALTERNATE PHONE _____________________________

BIRTH DATE __________ (Age requirement 14-17) SOCIAL SECURITY # (last 4 digits) _______________

Will you require special testing arrangements? ________________________________

HAVE YOU WORKED FOR THE LANDSCAPE AND LEARNING PROGRAM BEFORE?  Yes ___ No ___
If so, when? ________________________________

WHAT SCHOOL ARE YOU ATTENDING? ______________________________________ GRADE ______

LIST ANY WORK EXPERIENCE, SCHOLASTIC ACHIEVEMENT, AND VOLUNTEER WORK THAT YOU HAVE DONE. (Include babysitting, yard work, etc.)
______________________________________________________________________________________
______________________________________________________________________________________

CONVICTIONS: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check and verification. You may omit: a) Traffic violations (driving under the influence must be reported); b) Any conviction committed prior to your 18th birthday which was finally adjudicated in Juvenile Court or under a youth offender law; c) Any incident sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor? YES ____ NO____
2. Have you ever been convicted by a court of a felony? YES ____ NO____
3. If YES to 1 or 2, state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE:

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS
I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request of the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

Signature _______________________________ Date: _______________________________
Youth Aide Applicant/Employee,

Please read the following agreement and sign at the bottom, in addition your parent/guardian must also sign.

I understand that my son/daughter/self _____________________________ may be photographed, videotaped, or interviewed while at work with the Landscape & Learning program. I give permission to the City of Sacramento’s Landscape & Learning program to release the images and/or interviews of my son/daughter/self to media organizations, to use them in Landscape & Learning publications and/or to use them in an informational video created about the Landscape & Learning program.

______________________________________   __________ __________
Youth Applicant/Employee      Date

______________________________________   ____________________
Parent/Guardian Signature      Date
The City of Sacramento, Landscape & Learning Program is committed to providing a variety of opportunities to young people who are hired. A combination of work experience, leadership training, work readiness activities, and exposure to community resources will be offered during the program.

Youth Aides will be traveling to different park sites as part of their work experience. Transportation will be provided by the City of Sacramento.

I authorize the City of Sacramento and Landscape & Learning staff to transport my son/daughter, __________________________, to each work site during the regular work day.

print name of applicant

____________________________    ______________________________
Parent/Guardian Signature    Date

____________________________    ______________________________
Daytime Phone Number    Emergency Phone Number
I, _____________________________, agree to:

- Be supportive and encouraging to my co-workers.
- Be a team player.
- Use acceptable language at all times.
- Not be under the influence or in possession of illegal drugs or alcohol while at work.
- Refrain from the use of tobacco products (cigarettes, chewing tobacco, etc.) while at work.
- Notify my supervisor immediately if I need to be absent or late to work.
- Follow the dress code.
- Use telephone during work hours for emergency only.
- Bring a lunch with a reusable water bottle each day.
- Be responsible for my own property.
- Be respectful to all co-workers and supervisors.

_____________________________________   ___________ _______
Youth Employee Signature         Date