

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

2012 Mayor's Summer Youth Employment Program



What is MSYEP and am I eligible?

MSYEP is a six-week summer job program for Cambridge residents who will be at least 14, and no older than 18, as of July 2, 2012. Because this is only a six week program, youth who would miss more than six working days between July 2nd and August 10th are not eligible to participate.

How do I apply?

Fill out the attached double-sided application completely. **Be sure your name matches the way it appears on your Social Security Card.** Carefully rank your choices for the type of work you want to do, and list one type of work you do not want to do. **Make sure you AND your parent or guardian sign the back of the application.**

When and where can I turn in my application?

All youth must bring in their own application. They must be returned in person:

Monday, April 30 - Friday, May 11, 2012

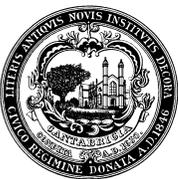
Office of Workforce Development 51 Inman Street, 1st Floor Mon 2:30-7:00pm, Tu-Fri 2:30-4:30 pm	or	CRLS 459 Broadway, Main Cafeteria Mon-Fri 2:30-4:30 pm
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All complete applications turned in during this period will be considered on time. MSYEP is NOT a first-come/first-served program. If the program cannot accept all applicants, priority will be given to 14 & 15 year olds who applied by the deadline. Other on-time applicants will be placed in a lottery.

U.S. Citizens must bring:				
Original Birth Certificate & a photocopy	AND	Original Social Security Card & a photocopy	AND	Either a Report Card, Photo ID or Medical Record & a photocopy
- OR -				
Original US Passport & a photocopy	AND	Original Social Security Card & a photocopy		
Non-U.S. Citizens must bring:				
Original Resident Alien Card or Permanent Resident Card & a photocopy	AND	Original Social Security Card & a photocopy		

All applicants must turn in their own application and review it with a program representative. You may have to wait if there is a line. All applicants must complete a CORI (Criminal Offender Record Inquiry) form (attached) to meet state regulations. All applicants will be notified of acceptance by mail, so make sure your address is complete and legible.

If you are unable to meet any of the requirements listed on this page or have questions, please call George Hinds at 617-349-6268 or email ghinds@cambridgema.gov as soon as possible to see if alternate arrangements can be made.



The Office of Workforce Development is a division of the City of Cambridge Department of Human Service Programs

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 08/07/09) Y Page 5



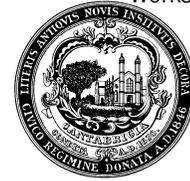
The Mayor's Summer Youth Employment Program does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation, or disability. MSYEP will provide auxiliary aids and services, written materials in alternative formats and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request.



Mayor's Summer Youth Employment Program

MSYEP

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Application Number _____

Worksite Number _____

T-Shirt Size _____

YOUTH APPLICATION • JULY 2-AUGUST 10, 2012

Carefully read the cover sheet and follow the instructions.

Incomplete forms or failure to bring appropriate documents will result in your being turned away. Make sure a parent or guardian has signed the back of the application. **No Exceptions!**

PLEASE PRINT CLEARLY

Social Security Number: _____ - _____ - _____

Name: _____
Last First Middle

Address: _____
Number and Name of Street Apt. # Zip Code

Cell Phone: _____ - _____ - _____ Email Address: _____

Home Phone: _____ - _____ - _____ Age: _____ Date of Birth: ____/____/____ Sex (circle): Male Female

Ethnicity (circle) (optional): White Black Latino Asian American Indian Other: _____

Parent/Guardian Name: _____ Daytime Phone: _____ - _____ - _____

Please list any languages you speak fluently (*Other than English*): _____

Current Grade: _____ Name of Your School: _____

Are you enrolled in the ESL (English as a Second Language) program in your school? Yes No
If yes, what level: Beginning (1-2) (Intermediate 3-4) Advanced (5-6)

Are you eligible for: Free Lunch? Yes No Reduced Cost Lunch? Yes No

Work Experience and Interest

Please make sure this section is filled out to the best of your ability. This information will help us in our efforts to find you a job you will enjoy and will provide you with the best experience possible.

Do you work for the city currently? Y N **or** Have you worked for the City of Cambridge before? Y N
If yes, which department? MSYEP Recreation Library Other (please list): _____

Please describe your TWO most recent jobs if you have worked before

1. Where? _____ When? _____
What skills did you learn at this job? _____

2. Where? _____ When? _____
What skills did you learn at this job? _____



PLEASE COMPLETE & RETURN WITH APPLICATION

April 23, 2012

Dear Parent or Guardian,

Because of state regulations governing employment, we are required to conduct criminal record checks on **all** staff and volunteers who may work in our summer camp programs. Since a significant number of jobs in the Mayor's Summer Youth Employment Program (MSYEP) involve working with children in licensed camps, we will need to conduct criminal record checks on all MSYEP participants. The law requires us to conduct these checks for all participants as young as age fourteen.

In order for your child to be considered for MSYEP, we need you to provide the following information and then to sign the bottom of this letter. This form must be returned with your child's application. The information provided below will be used to help ensure accurate results from the Criminal History Systems Board. Any and all results from this check will be kept strictly confidential.

Information obtained from the criminal record inquiry **will not** prevent an applicant from participating in MSYEP. If your child's check results in a finding with the Criminal History Systems Board, you will be contacted during the summer and invited to come in and review the results to ensure accuracy and understand what employers see when conducting CORI checks.

Please print the following information:

MSYEP applicant's full name: _____ Gender: M___ F___

Social Security Number: _____ - _____ - _____ Date of Birth: ____ / ____ / ____
MM DD YY

List any states in which MSYEP applicant has lived during the last five years: _____

Full Maiden name (first and last) of MSYEP applicant's mother: _____

Full Name (first and last) of MSYEP applicant's father: _____

I, _____, have read and understand the information above.
[print parent/guardian name]

Parent/Guardian Signature

Date