



Oak Futures Summer Youth Employment Program

Program Overview

Oak Futures Summer Youth Employment Program (SYEP) provides one week of mandatory orientation and eight weeks of paid part-time (20-30 hours a week) work experience at non-profit, for-profit, and/or public agencies throughout the Greater Des Moines community. SYEP supports the positive development of youth, ages 14-21, by engaging them in meaningful employment, job skills training, and career exploration while providing leadership and community involvement opportunities.



Important Dates

- **Application deadline:** April 21, 2023
- **Interviews:** May 8 - 26, 2023
- **Call backs:** May 29 - June 2, 2023
- **Employment Start Date:** June 6, 2022



Ready to apply?

1. Ensure you have a working email address; this will be our way of communicating with you.
2. Complete either the online or paper application by the **deadline**.
3. Refer to the I-9 form for required documents and submit documents with completed application.
4. If hired, you will need a personal bank account for direct deposit of paychecks.
5. Make a copy of your completed application and keep for your records.
6. **Submit** paper applications to:
 - a. The Oakridge Neighborhood Receptionist
1401 Center Street, Des Moines, IA 50309

or

 - b. Email: oakridgesyep@gmail.com

Programming made possible through partnerships with:



Keep a copy of the completed application for your records.

Oak Futures Summer Youth Employment Program Application



Applicant Information

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

Age: _____ Birthdate: ____/____/____

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email: _____

Parent/Guardian Name (if under 18): _____

Parent/Guardian Phone: _____ Parent/Guardian Email: _____

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

Have you previously participated in the Oak Futures Summer Youth Employment Program? YES NO If yes, what year(s) and what location? _____

Education

What Grade will you be in this fall? _____

Did you graduate from High School or earn a GED? YES NO

What are you career goals? _____

What would you say are your top two strengths? _____

What would you say is one of your areas of growth? _____

References

Please list one professional reference (teacher, mentor, employer, etc.).

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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Current or Previous Employment

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

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

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LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
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. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that 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		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. 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	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.