



# WORKSITE APPLICATION 2020

SUMMER YOUTH EMPLOYMENT OPPORTUNITY

City of Little Rock • Department of Community Programs • www.LRDPCares.org

City Hall – Room 220W • 500 W. Markham Street • Little Rock, AR 72201 • (501) 399-3420 office • (501) 399-3425 fax  
SYEO Contact: Michael A. Sanders • masanders@littlerock.gov

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## Please Print

Business/Organization Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Director's Name: \_\_\_\_\_

Little Rock Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH DIFFERENT WORKSITE SUPERVISOR**

Immediate Intern Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

Worksite Address/Phone/Fax/Email Information:  Same as above (or fill out information below)

Worksite Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **List each position available under the same supervisor. Please attach the job description for each position.**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Total Number of Summer Interns Requested: Position 1 \_\_\_\_\_ Position 2 \_\_\_\_\_ Position 3 \_\_\_\_\_ Position 4 \_\_\_\_\_

Is there an age requirement? No  Yes  Required Age \_\_\_\_\_

Are there special skills required? (Please list: e.g., typing, computer skills, etc.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

What are the requested work hours? Daily Start Time: \_\_\_\_\_ Daily End Time: \_\_\_\_\_

**NOTE:** Full-time maximum hours authorized to work: 8 hours a day; 32 hours a week; Monday – Thursday only

Is there a certain attire or dress code required? No  Yes  Attire \_\_\_\_\_

If requesting a returning worker (NOT guaranteed), list name of youth: \_\_\_\_\_

How many years has this person worked at your location? \_\_\_\_\_ (NOTE: Intern can only work for 2 years at the same location)

Can you pay the salary of at least ONE youth intern to help us increase the number of students placed?

Yes – at a rate of \$2,000 per student  Yes – at a rate of \$2,000 per student, I can pay for \_\_\_\_\_ students

## **Please return this form by Thursday, April 30, 2020 to**

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