



FOR USE OF STAFF ONLY

DATE RECEIVED: _____

INTERVIEW DATE: _____

RECEIVED BY: _____

PUENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM SUMMER 2016

Puente is seeking young people to participate in its Youth Leadership and Employment Program.

The Puente Leadership Development and Employment Program strives to provide real-world work experience and vocational training for youth ages 14-21 through internships with partners on the South Coast and nearby cities.

Positions available:

- Internships with local businesses and nonprofits
- Internships at Puente

General Requirements *(determined by County of San Mateo and Puente):*

- Live in Pescadero, La Honda, Loma Mar or San Gregorio
- Between 14 and 21 years old (must turn 14 years old by June 13, 2016)
- If you are 18 and over, you will be required to be fingerprinted and register for Selective Service.
- Eligible to work in the U.S.
- Income verification and other requirements (Puente will assist you to determine your eligibility)

You can request and return your application by:

- Mail at P.O. Box 554, Pescadero, CA 94060
- Phone at (650)879-1691 ext. 322 with Noel Chavez
- E-mail at nchavez@mypuente.org
- Download application from Puente's website www.mypuente.org
- Pick-up at 620 North Street, Pescadero, CA 94060; at the front desk at Pescadero High School; or at Puente's La Honda Office

How to apply?

Return completed application to PUENTE, along with the other documentation requested on page 5.

Failure to submit required documentation as instructed will make you ineligible to participate in the program.

Deadline to apply is Friday, April 15, 2016 by 5pm



PUENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM
Summer 2016
Application

First name:		Middle:	Last name/s:	
Street Address:			Mailing Address:	
City:	State: California	Zip Code:	E-mail:	
Home #:			Social Security Number:	
Cell Phone #:			Birth Date (mm/dd/yyyy):	

Is this your first time applying for the Summer Youth Program? Yes No
 If yes, how did you hear about this program? _____

Do you have a California Drivers License? Yes No

Driver's License #:

Current Educational Status

Student HS or Below:
 Name of School: _____ Current Grade _____ Graduation Year _____

College/University Student:
 Name of School: _____ Current Grade _____ Graduation Year _____

HS Graduate, Not Attending School

GED Recipient

Other, Please specify: _____

English Comprehension: Native Speaker Excellent Good Fair Poor

English Speaking Ability: Native Speaker Excellent Good Fair Poor

English Writing Ability: Excellent Good Fair Poor

Spanish Comprehension: Native Speaker Excellent Good Fair Poor

Spanish Speaking Ability: Native Speaker Excellent Good Fair Poor

Spanish Writing Ability: Excellent Good Fair Poor

Do you speak other languages? Please describe:

Size for shirt: S M L XL XXL XXXL Size for sweatshirt: S M L XL XXL XXXL

WORK/VOLUNTEER EXPERIENCE
 (This section for new applicants only. Returning applicants must turn in a resume and cover letter)

1.Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

2.Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

3.Job/volunteer Title:	Employer / Organization:
Telephone:	Supervisor name (Include e-mail address if known):
Starting Date:	Finishing Date:
Work Performed:	Reason for Leaving:
Starting Salary:	Ending Salary:

PERSONAL REFERENCES *(Please DO NOT include family members, friends or classmates)*
 (Examples of personal references include: school counselor, teacher, co-worker, employer/s, coach)

Name	Relationship to you	Address	Phone Number	E-mail address
1.				
2.				
3.				

List other activities, certificates and awards (Please list any clubs, sports, school activities, etc.):

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FUTURE PLANS

Please list the top three careers or vocational occupations that you are interested in pursuing.

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What are your plans after you graduate from high school or college?

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HOUSEHOLD INFORMATION:

How many people, including you, are in your household?

Please include all members of your household below:

Relationship to You	Name of Person
Self	

The Summer Program runs from June 16th to August 13th. A parent and student welcoming orientation will take place on **Thursday, June 2nd** and a **mandatory for only youth staff** will take place from **June 13-17**. Please list any dates between June 13 to August 16 that you will not be available.

Circumstance	Dates (mm/dd/yyyy)	
	From	To

I declare that all the information stated in this application and attachments is true and correct to the best of my knowledge.

Applicant's Signature: Date:

If under 18 years old

Parent Signature: Date:

Once accepted to work at Puente:

- Applicant and parent/s must read and sign several forms: Consent of Release of Academic Records, Consent of release of information, Receipt of Notice of Information, Media Release form, and Confidentiality Agreement, and Job Offer/Contract.
- Parents of applicants under 18 years old must attend two mandatory workshops: June 2nd & July 21st at 6:30pm.



Choose **ONE** of the essay topics below and attach a **TYPED** one page essay.
(Minimum of 250 words, double spaced in Time new Roman font or Arial).

ESSAY FOR NEW APPLICANTS:

1. Tell us a story about your life that is central to your identity. How did this point in your life affect you? How did it shape you into the person you are today? **OR**
2. Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn? **OR**
3. Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

ESSAY FOR RETURNING APPLICANTS:

1. What impact has Puente had in your life or your family? **OR**
2. How has the Puente Youth Program supported you? **OR**
3. What are your professional dreams and what can Puente do to support you?

PUENTE LEADERSHIP DEVELOPMENT AND EMPLOYMENT PROGRAM

Summer 2016

Participant Application

Please submit the documents requested below as it applies to you. These items are to be turned in with your application. Note that some items may satisfy more than one category (e.g. Birth Certificate or current U.S. Passport).

NEW APPLICANTS: Please submit items # 1-7

RETURNING APPLICANTS: Please submit items # 3-8

ELIGIBILITY CRITERIA	ACCEPTED DOCUMENTS
1. Birth Date/Age (14-21)	<ul style="list-style-type: none"> ○ Birth Certificate ○ Federal, State or Local Gov I.D. Card ○ Passport ○ School Records ○ Other _____
2. Right to Work	<ul style="list-style-type: none"> ○ Social Security Card <li align="center">AND one of the following: ○ Birth certificate ○ US Passport ○ Permanent Resident Card or alien registration receipt card (form 1-551) ○ Unexpired employment authorization document (form-1766) ○ Native American Tribal document
3. Family Income	<ul style="list-style-type: none"> ○ Check stubs for each parent that is employed for last 6 months ○ UIB award letter or UIB check stubs ○ Letter (on employer letterhead of layoff or termination) ○ Proof of Public Assistance (CalWorks, Food Stamps) ○ Self-reported income; must submit a <i>Self-Attestation Form</i> (available at Puente) <p align="center">OR</p> <ul style="list-style-type: none"> ○ If parent is not employed, then he/she must submit a <i>Self-Attestation</i> (available at Puente)
4. Family Size (need one of these documents for each person in the family)	<ul style="list-style-type: none"> ○ Lease with names of household members ○ Birth Certificate ○ Federal, State or Local Gov I.D. Card ○ Social Security Card ○ Other _____
5. Selective Service (Only males over 18)	<ul style="list-style-type: none"> ○ Screen Printout from S.S.V. website ○ Selective Service Registration Card ○ Other _____
6. Academic Record (If in school please provide)	<p><u>For High School student</u></p> <ul style="list-style-type: none"> ○ unofficial transcript <p><u>College Student:</u></p> <ul style="list-style-type: none"> ○ Unofficial transcript ○ Student Education Plan ○ College ID
7. Essay	<ul style="list-style-type: none"> ○ For new and returning applicants (essay topics on page 5)
8. Additional Documents (For returning applicants)	<ul style="list-style-type: none"> ○ Cover Letter <u>and</u> Resume

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Have any Questions?

Call Noel Chavez at (650)879-1691 ext. 322 or e-mail at nchavez@mypuente.org