

# ONEIDA COUNTY WORKFORCE DEVELOPMENT SUMMER YOUTH EMPLOYMENT PROGRAM 2022 WORKSITE REQUEST FORM

DATE \_\_\_\_\_

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

AGENCY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

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## **JOB DESCRIPTION**

JOB TITLE \_\_\_\_\_ # YOUTHS REQUESTED \_\_\_\_\_

SPECIFIC JOB DUTIES (Attach additional sheets if requesting to hire more than one youth worker and job duties are different)

\_\_\_\_\_

MINIMUM AGE REQUIREMENT (and REASON) \_\_\_\_\_

ACTUAL WORKSITE LOCATION \_\_\_\_\_

YOUTH'S WORK DAYS & HOURS \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

SUPERVISOR'S TITLE AND TELEPHONE # \_\_\_\_\_

\*\*ALTERNATE SUPERVISOR \_\_\_\_\_

ALTERNATE'S TITLE AND TELEPHONE # \_\_\_\_\_

INCLEMENT WEATHER PLAN (Include inclement weather worksite location if different from above) \_\_\_\_\_

\_\_\_\_\_

COMMENTS (Include need for special uniforms, tools, and/or equipment & skills – i.e. typing) \_\_\_\_\_

\_\_\_\_\_

Return this form to: Oneida County Workforce Development, Summer Youth Employment Program, 209 Elizabeth Street, Utica, NY 13501. This form can be emailed to [dmathis@ocgov.net](mailto:dmathis@ocgov.net). If you have questions about the Summer Youth Employment Program, please call David Mathis, Director of Workforce Development, at (315)798-5543.