



The Job Connection

Co- Sponsored by Lakes Area Youth Service Bureau (LAYSB) &
Forest Lake Area Schools Community Education (FLASCE)

Dear Student,

Thank you for showing interest in The Job Connection program. Our goal is to provide youth ages 12-17 with the opportunity to help out a resident in our community ages 55+ and/or disabled with home chores to earn some money & gain work experience.

The Job Connection program is a referral service, so we cannot guarantee a certain number of jobs. Opportunities will vary, depending on the time of year and how many requests we get from adult participants. You will be working in the Forest Lake area.

A Youth Information sheet and a Youth Employment Application are enclosed. Please complete and send back the application so we can include you on our member roster. If you have any questions or concerns, please bring them to our attention by calling Tovah Marek with LAYSB at 651.464.3685 or Andria Sterbentz with FLASCE at 651.982.8328. Thank you for your involvement!

Once we receive your completed application, you will be contacted about the orientation. At least one parent must be with you at the session.

Thank you,

A handwritten signature in blue ink that reads 'Tovah Marek'.

Tovah Marek
LAYSB
Youth Enrichment Manager

A handwritten signature in black ink that reads 'Andria Sterbentz'.

Andria Sterbentz
FLASCE
Youth Program Planner



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Youth Information

Interview/Orientation:

After we receive your youth employment application, you will be contacted to sign up for the group interview/orientation session. It is required that a parent/guardian come with you.

How you get Jobs:

After the interview/orientation, your name, age, and phone number will be made available to local residents who have requested help with household chores or yard work. Referrals are made according to location and the type of job requested.

You will be contacted by the resident about the job they want done. You can decide whether or not to accept their job offer. If you decide to accept the job, you and the adult will arrange the date and time for you to complete the job, along with how much you will be paid for your work and other details. If you are unable to do the job at the arranged time, you are responsible for contacting the resident to arrange a different date and time.

Job Availability:

Jobs vary depending on the time of year and how many requests we get from residents. We can't guarantee a certain number of jobs, but if you are patient and a good worker you will eventually have many calls requesting your help.

We will give out your name until the orientation next May. If you get too busy, let us know. It is also your responsibility to let us know if you wish to no longer accept jobs.

Money:

You will be paid an hourly or set rate that will be determined by you and the resident. Payment for the work completed is made directly to you by the resident for whom you worked for. Make sure you are paid after each job you complete for the resident, even if you are hired on an on-going basis.

Your Future:

An individual file will be kept for all students in our program. By establishing a work history, you will be able to use this experience and the program as a reference on future job applications. If you work hard and do a good job, we will be able to say positive things about you when employers call to check your references. Keep this in mind when you go out to do the jobs.

If you have any questions, please call Tovah Marek with LAYSB at 651.464.3685 or Andria Sterbentz with FLASCE at 651.982.8328.

244 N Lake St, Forest Lake, MN 55025



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Youth Employment Application

Date _____

Name (first) _____ (last) _____ M ___ F ___ Age ___ DOB _____

Mailing Address _____ City/Township _____

State _____ Zip _____ Home Phone _____

Phone Number to Be Given to Potential Employers _____

County _____ E-mail Address: _____

School _____ Current or Last Completed Grade _____

Parent/Guardian Name(s): _____

Please fill out as much as you can of the box below. Your participation will help us to continue providing low cost services to youth and families and is only for statistical purposes.

Does your family qualify for free/reduced school lunches?	YES	NO
Does your family receive government assistance, (social security, food stamps, disability, etc.)?	YES	NO
Approximate yearly household income \$ _____ (if left blank, we assume \$80,000)		
Number in household _____ Female head of household?	YES	NO
Your Race/Ethnicity: _____		

In Case of an Emergency Contact:

Name (first) _____ (last) _____ Relationship _____

Mailing Address _____ City _____

State _____ Zip _____ Phone (home) _____ (work) _____

What kind of transportation is available to you: (Place an "X" in all that apply)

Walk _____ Bike/ Rollerblade/ Skateboard _____ Parent _____

List any work and/or volunteer experience:

(Please complete backside of this form)

List any special training or certification you have completed:

Place an "X" by the type of job(s) you would like to do:

- _____ 1. Seasonal outdoor work (one-time jobs); clean windows, rake leaves, trim shrubs, planting, clean garage, or similar tasks
- _____ 2. Seasonal outdoor work (on-going jobs); mow/trim lawns, weeding, or similar tasks
- _____ 3. Minor home repair/modification (one-time jobs); wash walls, painting, clean windows, clean screens, minor weatherization, packing, clean basement, clean behind furniture, or similar tasks
- _____ 4. Routine indoor work (on-going jobs); vacuum, clean floors, kitchen, dusting, or similar tasks
- _____ 5. I am willing to do any tasks
- _____ 6. Other; please specify: _____

Please list 2 adult references (other than relatives, this could include a teacher, pastor, neighbor, etc.):

Name _____ Day Phone _____

Relationship to you _____

Name _____ Day Phone _____

Relationship to you _____

How did you hear about The Job Connection program?

Youth Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

*Please return application to:

Lakes Area Youth Service Bureau
Attn: Tovah Marek
244 North Lake Street
Forest Lake, MN 55025