



April 12, 2021

Dear Prospective Intern,

In the summer of 2020, as the COVID pandemic gripped the state and nation, the Greater Raritan Workforce Development Board (GRWDB) successfully implemented a new Summer Youth Employment Program initiative in Hunterdon and Somerset counties, with funding from the New Jersey Department of Labor. As we get ready for a new summer season, the GRWDB is pleased to announce that it has applied for 2021 Summer Youth Employment Program funding because of the lasting value this initiative provides to our community's youth and employers

The 2021 Greater Raritan Summer Youth Employment Program (SYEP) will provide 50 in-school and out-of-school youth, ages 16-24, with summer internships and work experiences in Hunterdon and Somerset counties. Today, we invite you to participate in this initiative by filling out the attached application and intake assessment form.

The Greater Raritan SYEP offered this season will include on-site and/or virtual/remote opportunities, based on the needs of the program's employer-participants. On-site positions will be acceptable if the employer is adhering to CDC work safety guidelines. The SYEP is an eight-week internship which pays \$12.00 an hour for 21 hours a week on tasks as assigned by the employer. The employer also will receive funding to reimburse the intern for four additional hours spent weekly on workforce readiness training provided by the GRWDB; this includes three hours per week working in the SkillUp Greater Raritan online learning portal. Intern stipends will be paid by Somerset County through the grant funding from the State to the employer. Target enrollment is 35 students from Somerset County and 15 students from Hunterdon County.

The 2021 Greater Raritan SYEP aims to provide youth participants exposure to different careers and an opportunity to gain hands on work experience, earn a paycheck, prepare for a future career, interact with employers, learn about community resources and receive supportive services. The model is designed to be an experience that expands participants' horizons via virtual learning, linkages to lifelong career-workplace skills, and opportunities for college and career pathways development.

Interns can work on remote tasks including (but not limited to): data entry, mailings, mailing lists, marketing, file management, data base entry (updating and adding to file), research, digital platform content management, newsletters, audio, podcasts, PowerPoint presentations and projects specific to an organization's needs. Interns who are interested in hands-on, on-site work opportunities could assist with special events, camp programs, pools, golf courses, rec programs, parks, historical sites, farmers markets, nurseries, equine centers, and more. The interns will be supported by the SYE Program Coordinator, who will recruit, interview and refer the intern to an organization, and interact with the organization and the intern on an ongoing basis.

Attached please find an application, policies and assessment form for perspective interns who would like to be part of this exciting summer program working to prepare our communities youth for the transition to the world of work. Applications are due by Monday, May 10, 2021. If you have any questions, please don't hesitate to reach out to me at 908-541-5785 or [jcassano@co.somerset.nj.us](mailto:jcassano@co.somerset.nj.us).

Sincerely,

Jeanne Cassano, Job Developer

GREATER RARITAN WORKFORCE DEVELOPMENT BOARD, 27 WARREN ST, SOMERVILLE, NJ 08876  
(908) 541-5785 [WWW.THEGRWDB.COM](http://WWW.THEGRWDB.COM)



**Greater Raritan Workforce Development Board Summer Youth  
Employment Program INTAKE APPLICATION**

*Email completed forms to [jcassano@co.somerset.nj.us](mailto:jcassano@co.somerset.nj.us) by MONDAY, MAY 10, 2021*

Date: \_\_\_\_\_

How did you hear about our Summer Youth Employment Program? Internet \_\_\_ Newspaper \_\_\_ Radio \_\_\_  
TV \_\_\_ Friend \_\_\_ PSS Counselor \_\_\_ Other (specify) \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PARENT'S WORK PHONE IF APPLICABLE: \_\_\_\_\_

ARE YOU A U.S. CITIZEN/LEGAL RESIDENT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, ARE YOU ELIGIBLE TO WORK IN THE US? YES \_\_\_\_\_ NO \_\_\_\_\_

AGE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

ARE YOU ATTENDING COMMUNITY OR 4-YEAR COLLEGE? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_ GRADE AS OF 9/1/20: \_\_\_\_\_

WHAT IS YOUR AREA OF STUDY: \_\_\_\_\_

ARE YOU STILL ATTENDING HIGH SCHOOL? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF HIGH SCHOOL: \_\_\_\_\_ GRADE AS OF 9/1/20: \_\_\_\_\_

IF NO, WHAT IS THE HIGHEST GRADE YOU COMPLETED? \_\_\_\_\_

IF NO, DO YOU HAVE A GED? YES \_\_\_\_\_ NO \_\_\_\_\_

REASON FOR DROPPING OUT \_\_\_\_\_

RACE/ETHNIC GROUP: (CHECK ONE OR MORE) \_\_\_ WHITE/NON-HISPANIC \_\_\_ AMERICAN

INDIAN/ALASKAN NATIVE \_\_\_ AFRICAN AMERICAN \_\_\_ ASIAN/PACIFIC ISLANDER \_\_\_ HISPANIC

ARE YOU A VETERAN? YES \_\_\_\_\_ NO \_\_\_\_\_

SKILLS/TALENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WERE YOU EMPLOYED IN THE LAST YEAR? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, provide employment information:

Job 1 Employer Name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hourly Wage: \_\_\_\_\_ # of Hours per week: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Job 2 Employer Name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hourly Wage: \_\_\_\_\_ # of Hours per week: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

I hereby certify under penalty of perjury that the information provided is true to the best of my knowledge and there is no intent to commit fraud. I attest that the information state above is true and accurate. I am also aware that eligibility is subject to review and verification and participants may be required to document its accuracy. Participants are subject to immediate termination if found ineligible after enrollment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

To be signed by Greater Raritan Workforce Development Board staff:

Interview Completed: \_\_\_\_\_ Date: \_\_\_\_\_

## Greater Raritan Summer Youth Employment Program (SYEP)

### CORE VALUES/EXPECTATIONS FOR THE SYEP:

**Working Location Expectations:** Whether Greater Raritan Summer Youth Employment Program participants work remotely or on-site, they will adhere to their assigned daily hours; they will work only on their assigned tasks and projects during those hours. Participants will act professionally; staying focused on their work tasks, and will be accessible to the internship supervisor during the assigned daily hours.

**Respect and Value Others:** Every person has value, worth, and potential and deserves to be treated with respect. This means that when someone else is talking during a virtual meeting or workshop, or you are in an on-site meeting, you are listening. Keep focused on the discussion; do not engage in any other activities, like looking at your phone. A positive attitude is expected. Always show respect to your supervisor, staff, peers, equipment, property, and guests.

**Build Trust, Be Honest:** Honesty is the best policy, and being honest helps build trust and confidence in one another. Maintaining confidentiality in group discussions is mandatory, and what is said in group stays in group. Accepting constructive criticism from others is key to positive growth, so be honest with others as well as with yourself.

**Be Accountable:** Take responsibility for *all* your actions and choices.

**Embrace Diversity:** Everyone has the right to equal educational and economic opportunity. Accepting each other's differences will allow you to have a positive work experience and constructive conversations during workforce readiness trainings with other program participants. Diverse and culturally aware groups increase the value of educational and workplace settings by generating innovative, creative, effective, and inclusive thinking and action.

**Strive to Learn:** The potential of young adults is unlimited: the right skills, experience, and guidance will lead to careers and higher education. Full participation is expected in all aspects of the Greater Raritan SYEP.

**Work Hard and Have Fun:** If you want to achieve your goals, then you must be ready to be focused and work hard. You will get out of the program what you put into the program, so participants in the Greater Raritan SYEP agree to dedicate themselves to reaching their educational and career goals.

**Attendance:** Attendance is mandatory to completing the program. This program is for you, the participant, so you will:

- Adhere to your work schedule during your eight-week internship/work experience, whether you are working remotely or on-site
- Complete three hours per week of online course training using the SkillUp Greater Raritan e-learning portal
- Attend a virtual training session each Thursday from 3 to 4 p.m.

All absences may be counted as unexcused unless there is a note from a physician, a copy of a court order, or proof of death in the family. In the event of illness or other appointment, you are required to call the Program Coordinator in advance to inform them of your absence and provide the appropriate

documentation. *Three unexcused absences from program will lead to immediate termination from the SYEP Program.* Schedule all appointments around your internship and training schedules. If, for any reason, you must miss a day of work, it is your responsibility to notify your work supervisor with ample time. If you fail to miss scheduled work time without notice, you may be docked pay from your stipend.

**Workforce/Training Credentials:** Participating youth interns will have a productive experience during an 8-week period between Monday, June 7, 2021 and Friday, October 15, 2021, depending upon when each internship position begins. The internship experience will provide participants with career pathway knowledge and career-readiness training in a variety of areas. This includes a weekly one-hour virtual workshop led by Greater Raritan Workforce Development Board staff and system partners. Participants will complete three weekly career-readiness training hours by taking a variety of courses in the SkillUp Greater Raritan portal, resulting in a minimum of 10 course certificate/badges. The portal offers personal skill assessments, 5,000 E-learning courses, 10 Industry Pathways, 100-plus certification tracks, and job search tools. Students successfully completing courses get certificates and digital badges; participants also can take separate courses which can lead to different industry certifications. In addition, interns will have a six-month access to the learning platform, enabling them to use SkillUp after their internships end.

**Internship:** Interns will be partnered with a local employer to take part in 21 hours of remote work weekly as assigned by the employer. Placements will be based on career interests where possible. You must complete 168 hours on the job in 8 weeks' time. Failure to complete 168 hours in the allotted 8 weeks can result in termination from program. You will keep a timesheet, submitted weekly to the employer who will monitor your progress during your time working remotely and will assist as needed. This is your opportunity to gain real life experience from skilled professionals; learn everything you can during your time in your internship.

**Community Expectations:** You are now representing the Greater Raritan SYEP when you are working with the employer and attending the training sessions. Show respect, be polite, always be respectful, and maintain a positive attitude in your virtual job.



I, \_\_\_\_\_ agree by signing this contract, I have read and understand the program rules and regulations and am committing to full participation in all aspects of the Greater Raritan Summer Youth Employment Program. I am agreeing that I will be dedicated to learning new skills that will help me develop positive, life-long career habits. I understand that if I fail to abide by the program rules, I will be held accountable and may be terminated from the program.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date