

### WorkReady EMPLOYERS

The following businesses have already signed on to support paid internships for Summer 2008 (as of March 18, 2008). Employer recruitment is ongoing. For a current list, visit: [www.workreadyphila.org](http://www.workreadyphila.org).

- |   |  |   |
|---|--|---|
| Abington Memorial Hospital                            | ESM Productions                                    | Philadelphia Academies, Inc.                    |
| Acme Markets  | GlaxoSmithKline                                    | The Philadelphia Coca-Cola Bottling Company     |
| Albert Einstein Healthcare Network                    | Goldenberg Rosenthal                               | Philadelphia Industrial Development Corporation |
| Aqua America  | Greater Philadelphia Chamber of Commerce           | Philadelphia Water Company                      |
| Bank of America                                       | Greater Philadelphia Tourism Marketing Corporation | Philadelphia Workforce Investment Board         |
| Blank Rome  | Hahnemann University Hospital                      | Philadelphia Youth Network                      |
| Brown's Superstores                                   | Independence Blue Cross                            | Philadelphia Zoo                                |
| The Children's Hospital of Philadelphia               | Jewish Federation of Greater Philadelphia          | PREIT   |
| Citizens Bank   | KPMG   | St. Christopher's Hospital for Children         |
| Comcast   | Lankenau Hospital                                  | Thomas Jefferson University Hospital            |
| Commerce Bank   | Lockheed Martin IS & GS                            | Tierney Communications                          |
| Consumer Credit Counseling Service of Delaware County | NHS Human Services                                 | Union Packaging                                 |
| Elliott Lewis   | Pennoni Associates                                 | The Wistar Institute                            |
| Episcopal Community Services                          | The Pennsylvania Horticultural Society             | Young Friends of PYN                            |



The Philadelphia Youth Network is the managing partner of WorkReady Philadelphia and contracts with several dozen youth-serving organizations to operate WorkReady programs on behalf of the Philadelphia Workforce Investment Board and its Youth Council.



The following organizations comprise WorkReady Philadelphia's employer recruitment partnership:



All information and listings are current as of March 18, 2008 and are subject to change.





## What is workready . ? PHILADELPHIA

**WorkReady Philadelphia** Summer Programs provide career and college exposure, academic enrichment and work-readiness training for youth ages 14-21.

**WorkReady Philadelphia** provides youth the opportunity to:

- Gain valuable work experience
- Build skills to succeed in the workplace
- Work with talented leaders in the community
- Improve your academic skills
- Learn about exciting careers
- Explore college programs
- Serve your community
- Earn money

**WorkReady Philadelphia** continuum offers age-appropriate year-round and summer experiences that provide workforce development opportunities to meet the varying levels of experience, skills, and proficiencies of participants.

This guide provides an overview of the opportunities available during Summer 2008. WorkReady offers opportunities that match your experience and availability, whether you are:

- A first-time job seeker **OR** looking for that next step up
- Available to work at least 20 hours per week **OR** enrolled in summer school with limited time during the week
- Seeking academic credit with the School District of Philadelphia **AND/OR** just interested in learning, growing and preparing for a successful future

## WHO QUALIFIES FOR WorkReady Philadelphia?

In order to qualify for summer 2008, youth must be:

- **Between the ages of 14 and 21 (on or before June 30, 2008)**
- **A resident of Philadelphia\***
- **Eligible to work in the U.S.**
- **In a household that meets the following income guidelines:**

### Eligible households are at or below the following levels:

Number of people in family	Annual Income Limit**
1	\$24,440
2	\$32,900
3	\$41,360
4	\$49,820
5	\$58,280
6	\$66,740
7	\$75,200
8	\$83,660
Over 8, please add \$8,460 for each additional household member	

### Please note:

Although youth may fully qualify for the WorkReady Philadelphia program, *placement in a job is not guaranteed due to the limited number of positions available.*

### Exceptions

\* While most programs serve youth who live in Philadelphia, there are several programs which serve youth who reside in Chester (Delaware County) and Camden, New Jersey.

\*\* Although most youth must meet the income limits listed above, there are no income limits for youth with a verified disability.

## INDUSTRY AREA DESCRIPTIONS

As you fill out Section D (Areas of Interest) on the enclosed 2008 WorkReady Application, you can use the following descriptions to help you identify which industry areas are of most interest to you. We will do our best to match your placement to your area of interest.

### Architecture / Urban & Land-Use Planning

- includes building design and work to ensure that buildings and land are used efficiently for the benefit of the economy, population, and environment.

**Arts/Entertainment/Cultural** - includes music, dance, theater, painting, sculpture, etc.

**Banking/Finance/Accounting** - includes banking, financial services, insurance, and stocks.

**Business Administration/Retail/Sales** - includes administrative positions in all industries that assist in the daily functions of the office environment, sales clerks, cashiers, and merchandisers in retail stores.

**Chemistry/Physics/Other Physical Sciences** - includes working in laboratories, the use of chemicals, scientific experimentation and research.

**Communications/Media/Graphics** - includes various forms of media including print journalism, television, and radio; and public relations.

**Computer Sciences/Information Technology** - includes software development, programming, data management, and web design.

**Construction/Development/Skilled Trades** - includes commercial and residential building design, construction, restoration, and skilled trades such as carpentry and electrical fields.

**Education/Training/Social Services** - includes teaching, training and development, and educational administration.

**Engineering** - includes a variety of fields that cover areas such as science, information technology, and transportation (i.e. aerospace).

**Hospitality/Tourism/Leisure Services** - includes travel, lodging and recreational activities.

**Law/Public Safety/Security** - includes litigation and crime prevention and safety.

**Life Sciences/Environmental/Horticulture** - includes biotechnology, pharmaceuticals, biomedical technologies, life systems technologies, cosmetics, food processing, and environmental.

**Manufacturing/Processing/Utilities** - includes the production of goods through factory work.

**Medical/Health Care/Biotechnology** - includes the treatment and prevention of disease and involve institutions such as hospitals, doctor's offices, and clinics.

**Non-Profit Administration** - focuses on managing information, staff and funding in service organizations.

**Public Administration/Government** - includes city, state, and national government agencies and community development organizations.

**Real Estate/Securities/Insurance** - includes property sales, financial risk management on investments and insurance.

**Restaurant/Food Service** - includes management, cooking and service in restaurants and catering companies.

**Service Occupations/Staffing** - includes human resources and any other occupations that provide a service to the public.

**Transportation/Automotive** - includes public/private transportation, car repair, and automotive design.

## HOW DO I APPLY?

### Step 1: Complete and sign the forms in this booklet

### Step 2: Mail the completed forms by Friday, June 6, 2008

You must MAIL the completed (a) Application, (b) Buckley Amendment, and (c) Waiver/Release forms to:

WorkReady Philadelphia  
P.O. Box 1169  
Philadelphia, PA 19105-1169

### Step 3: Obtain a valid Work Permit

- (a) You do not need a new Work Permit if you:
- Already have one from a previous year;
  - Are 18 or older on or before June 30, 2008; or
  - Are 17 and have already graduated from high school, with proof of graduation.
- (b) If you have either of the following forms, it can be used again this year:
- A BLUE (transferable) Work Permit, or
  - A YELLOW (non-transferable) Work Permit that lists any of the following on the "employer" line of the card: "YouthWorks," "WorkReady," "Philadelphia Youth Network," or "PYN"

### Step 4: Collect necessary employment eligibility documents

**IMPORTANT:** As it may take time to locate necessary documents, we strongly recommend that you begin gathering these documents as soon as possible. An explanation of all the required documents begins on the following page. Because some of the documents appear in more than one section, if you bring all four of the following items to your interview, your verification requirements will be complete:

- a valid Work Permit
- an original Birth Certificate
- a School Photo ID Card or Drivers/Non-Drivers License
- an original Social Security Card

### Step 5: Attend assigned interview

- Once a complete application is received by WorkReady Philadelphia, a letter is sent out with a specific interview day and time
- All employment documents MUST be brought to the interview in order to verify employment eligibility

## REQUIRED ELIGIBILITY DOCUMENTS CHECKLIST

When you are called for an interview, you must bring one document from each of the following sections (A through D). There's also a short-cut, which is explained on the bottom of the opposite page.

### A. PROOF OF AGE - one of the following:

- Birth Certificate
- School ID card w/ your date of birth on it
- Driver's License/ Non-Driver's License
- Government ID card w/ your date of birth on it

### B. PROOF OF SOCIAL SECURITY NUMBER - one of the following:

- Social Security Card
- Social Security notification letter w/ applicant's Social Security number on it
- A recent pay stub/ W-2 w/ applicant's Social Security number on it
- A benefit letter from Public Assistance, TANF or DHS w/ applicant's Social Security number on it

### C. PROOF OF RESIDENCY - one of the following:

- A School District of Philadelphia Photo ID card
- A Driver's License/ Non-Driver's License
- A recent School District of Philadelphia report card
- A benefit letter from Public Assistance, TANF, DHS, Social Security

*checklist continues on next page*

## DOCUMENTS CHECKLIST *continued*

### D. PROOF OF SELECTIVE SERVICE REGISTRATION (if applicant is a male who will be 18 or older on or before June 30, 2008) - one of the following:

- A printed receipt from the Selective Service Administration
- A receipt letter from the Selective Service Administration

### E. PROOF OF EMPLOYMENT ELIGIBILITY one document from each column:

- | Column 1  | Column 2   |
|---|--|
| <input type="checkbox"/> US Passport                              | <input type="checkbox"/> Birth certificate               |
| <input type="checkbox"/> Drivers License                          | <input type="checkbox"/> Social Security Card            |
| <input type="checkbox"/> Voter Registration Card                  | <input type="checkbox"/> U.S. Citizen ID Card            |
| <input type="checkbox"/> School District of Philadelphia Photo ID | <input type="checkbox"/> Native American tribal document |

#### Short-cut:

Because some of the documents appear in more than one section, if you bring all four of the following items to your interview, your verification requirements will be complete:

- a valid Work Permit
- an original Birth Certificate
- a School Photo ID Card or Drivers/Non-Drivers License
- an original Social Security Card

## WorkReady PROVIDERS

**WorkReady Philadelphia** is managed by the Philadelphia Youth Network on behalf of the Philadelphia Workforce Investment Board and its Youth Council, in partnership with the School District of Philadelphia, the City of Philadelphia and all of the community-based and citywide youth-serving organizations (providers) that operate WorkReady programs. Providers of WorkReady Summer 2008 programs include:

### Internships

Allegheny West Foundation  
 Aspira, Inc. of Pennsylvania  
 Boys & Girls Clubs of Philadelphia  
 Cambodian Association of Greater Philadelphia  
 Camden Co. Council On Economic Opportunity  
 Communities In Schools of Philadelphia  
 Community Action Agency of Delaware County  
 Congreso de Latinos Unidos  
 Diversified Community Services  
 Girard College Development Fund  
 Greater Philadelphia Federation of Settlements  
 Greater Philadelphia Urban Affairs Coalition  
 Indochinese American Council  
 Intercultural Family Services  
 Management & Environmental Technologies  
 New Jersey Academy for Aquatic Sciences  
 North Light Community Center  
 Respond, Inc.  
 To Our Children's Future With Health, Inc.  
 United Communities of Southeast Philadelphia  
 YouthBuild Philadelphia Charter School

### Primary Areas They Serve

North Philadelphia  
 North Philadelphia  
 City Wide - Philadelphia  
 North and South Philadelphia  
 Camden, NJ  
 City Wide - Philadelphia  
 Chester, Delaware County  
 North Philadelphia  
 South Philadelphia  
 North Philadelphia  
 City Wide - Philadelphia  
 City Wide - Philadelphia  
 North Philadelphia  
 West & Southwest Philadelphia  
 West & Southwest Philadelphia  
 Camden, NJ  
 Northwest Philadelphia  
 Camden, NJ  
 West Philadelphia  
 South & Southeast Philadelphia  
 North Philadelphia

### Academic Support

Allegheny West Foundation  
 Congreso de Latinos Unidos  
 Salvation Army Learning Zone

### Primary Areas They Serve

North Philadelphia  
 North Philadelphia  
 North Philadelphia

### Service Learning

Allegheny West Foundation  
 Communities In Schools of Philadelphia  
 Congreso de Latinos Unidos  
 Education Works  
 Greater Philadelphia Urban Affairs Coalition  
 Indochinese American Council  
 LULAC Natl. Educational Services Center  
 Philadelphia Mural Arts Program  
 University of Pennsylvania

### Primary Areas They Serve

North Philadelphia  
 City Wide - Philadelphia  
 North Philadelphia  
 North Philadelphia  
 City Wide - Philadelphia  
 North Philadelphia  
 Central & North Philadelphia  
 City Wide - Philadelphia  
 West Philadelphia

### Work Experience

Aspira, Inc. of Pennsylvania  
 City of Philadelphia, Department of Recreation  
 Communities In Schools of Philadelphia  
 Foundations, Inc.  
 Free Library of Philadelphia  
 Greater Philadelphia Urban Affairs Coalition  
 Management & Environmental Technologies  
 New Foundations Charter School  
 Resources for Human Development  
 To Our Children's Future With Health, Inc.  
 Variety – The Children's Charity

### Primary Areas They Serve

North Philadelphia  
 City Wide - Philadelphia  
 City Wide - Philadelphia  
 North Philadelphia  
 Northwest Philadelphia  
 City Wide - Philadelphia  
 West Philadelphia  
 Northeast Philadelphia  
 North & Northwest Philadelphia  
 West Philadelphia  
 Northeast & Southeast Phila



### WorkReady programs are made possible with support from:

Aetna Foundation	Philadelphia Workforce Development Corp.
Allen Hilles Fund	Provincial Financial
Bank of America	Prudential Community Resources
Brown's Superstores	Rittenhouse Foundation
Campbell Soup Foundation	Samuel S. Fels Fund
Citizens Bank	School District of Philadelphia
City of Philadelphia	Seybert Institution
Clayman Family Foundation	Sovereign Bank
Commerce Bank	Sunoco
Dolfinger-McMahon Foundation	U.S. Congress
Independence Blue Cross	U.S. Department of Labor
Lincoln Financial Foundation	U.S. Dept. of Health and Human Services
Nelson Foundation	Union Benevolent Association
PA Department of Labor and Industry	United Way of Southeastern Pennsylvania
PA Department of Public Welfare	Wachovia Foundation
PA General Assembly	William Penn Foundation
Philadelphia Department of Human Services	
Philadelphia Foundation	<i>and the hundreds of employers who support interns. See back cover for a list of employers who have signed on to date.</i>
Philadelphia Housing Authority	

### IMPORTANT NOTES & REMINDERS

Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin and/or disability as required by law.

**The work permit should not be mailed in with your application paperwork,** but should be brought with you to your interview to complete your registration with WorkReady Philadelphia.

Male applicants age 18 or older (on or before June 30, 2008) will be required to register with the Selective Service System. This registration can be done on-line and a receipt of your registration may be printed from the on-line site. If you have already registered, a receipt may be printed from the on-line site as well.

If you have access to the internet (for example at home, school, or your local Free Library branch), you can access some of these helpful sites:

WorkReady Information:

**[www.workreadyphila.org](http://www.workreadyphila.org)**

Selective Service Registration:

**[www.sss.gov](http://www.sss.gov)**

Work Permit Information:

**<http://webgui.phila.k12.pa.us/offices/c/cte/working-papers>**

Should you have any questions regarding any of the information in this booklet, or for more information, please feel free to call us at the WorkReady Philadelphia Youth Hotline: **(267) 502-3742**

**PY 2008 PHILADELPHIA YOUTH NETWORK**  
**"WORKREADY PHILADELPHIA SUMMER PROGRAMS" APPLICATION**

CONTRACTOR CODE EP126

Please print neatly using black/blue ink and use a  to indicate your response. All shaded areas must be completed.

**SECTION A: APPLICANT INFORMATION**

First Name:			Last Name:			MI:		
Social Security #:		Student ID Number:		Date of Birth:		Age:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Email:			Race/Ethnicity: <input type="checkbox"/> African-American <input type="checkbox"/> Asian <input type="checkbox"/> Bi-Racial <input type="checkbox"/> Caucasian <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other					
Street Address:			Apt./ Floor:		Philadelphia, PA 191_____		Phone Number: (____) _____-_____	
Referral Source: City of Philadelphia		Emergency Information: Contact:		Phone Number: (____) _____-_____		Relationship to Participant:		
Are you homeless/ living in a shelter? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you pregnant or have any children? <input type="checkbox"/> YES, # of Children _____ <input type="checkbox"/> NO		Have you been or currently are a foster child? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you a runaway? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> No, (If no, please indicate last day worked): _____/_____/_____ <input type="checkbox"/> N/A								
Are you currently eligible to work in the U.S? <input type="checkbox"/> YES, I am a citizen <input type="checkbox"/> I am an eligible non-citizen <input type="checkbox"/> NO, I am not a citizen <input type="checkbox"/> Other			Wage Earned (past 6 mos.): \$ _____		Total Hours Worked (past 6 mos.): _____		Total # of Weeks Employed (past 6 mos.): _____	
Do you now have, or have you ever had a problem with substance abuse? <input type="checkbox"/> YES <input type="checkbox"/> NO		Is your English limited? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you a job Corps participant? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you registered with Selective Service? (Male 18+only) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		Have you ever been in placement or convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a Pell Grant recipient? <input type="checkbox"/> YES, amount awarded \$ _____ <input type="checkbox"/> NO, applied but denied <input type="checkbox"/> NO, application pending <input type="checkbox"/> NO, did not apply								
Do you have a disability/ medical conditions? <input type="checkbox"/> YES <input type="checkbox"/> NO, If yes, please attach any special accommodations you may need in the workplace.								

**SECTION B: EDUCATIONAL INFORMATION Complete Sec. B.1 if you are in school or Sec. B.2 if you are out of school.**

<p><b>SEC. B.1 IN-SCHOOL YOUTH SECTION (ISY)</b>          Are you currently attending Middle School or High School?  <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, skip to Out of School Youth Section)          If yes, Current Grade? <input type="checkbox"/> 7<sup>th</sup> <input type="checkbox"/> 8<sup>th</sup> <input type="checkbox"/> 9<sup>th</sup> <input type="checkbox"/> 10<sup>th</sup>  <input type="checkbox"/> 11<sup>th</sup> <input type="checkbox"/> 12<sup>th</sup> <input type="checkbox"/> Unknown</p> <p>Are you enrolled in EOP (Twilight) programs? <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Current School Name: _____          Are you behind a grade level?  <input type="checkbox"/> YES - how far: <input type="checkbox"/> 1yr <input type="checkbox"/> 2yrs <input type="checkbox"/> 3yrs or <input type="checkbox"/> NO</p> <p>Current GPA: _____ Most Recent PSSA or TerraNova Scores: _____</p>	<p><b>SEC. B.2 OUT OF SCHOOL YOUTH SECTION (OSY)</b>          Did you obtain your <input type="checkbox"/> High School Diploma or <input type="checkbox"/> GED or <input type="checkbox"/> Neither ?  <i>If Neither, answer questions below the line only</i></p> <p>Are you attending <input type="checkbox"/> College <input type="checkbox"/> Technical School or <input type="checkbox"/> Vocational School?</p> <p>Institution Name: _____</p> <p>Length of Program: <input type="checkbox"/> 1yr <input type="checkbox"/> 2yrs <input type="checkbox"/> 3yrs <input type="checkbox"/> 4yrs <input type="checkbox"/> 5yrs</p> <p>Are you an Out of School/Drop Out? <input type="checkbox"/> YES <input type="checkbox"/> NO          Please indicate the Highest Grade Completed?  <input type="checkbox"/> 6<sup>th</sup> <input type="checkbox"/> 7<sup>th</sup> <input type="checkbox"/> 8<sup>th</sup> <input type="checkbox"/> 9<sup>th</sup> <input type="checkbox"/> 10<sup>th</sup> <input type="checkbox"/> 11<sup>th</sup></p> <p>Last School Attended: _____</p>
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**SECTION C: ELIGIBILITY**

*Definition of Family: Related by blood, marriage or decree of court. This includes parent(s), guardian(s) and dependent children ONLY.*

<p><b>I. Please check, if you/your family receives any of the following:</b>  <input type="checkbox"/> TANF <input type="checkbox"/> General Assistance <input type="checkbox"/> SSI <input type="checkbox"/> Food Stamps</p>		<p><b>II. If, SSI what type?</b> <input type="checkbox"/> Disable <input type="checkbox"/> Blind <input type="checkbox"/> Aged          If TANF what type?  <input type="checkbox"/> Unemployed Principal Wage Earner or <input type="checkbox"/> Absent/Incapacitated Parent          If, General Assistance, what type?  <input type="checkbox"/> General Assistance or <input type="checkbox"/> Transitional Needy</p>				
<p>Date Grant Started: _____/_____/_____</p>		<p>Case Number: _____          Case #: _____</p>				
<p>Monthly Grant Amount:          \$ _____</p>		<p><b>Please indicate Family Size and Annual gross Salary/Wage using the chart below. First identify family size, and then using a check mark, select the income range for your family.</b></p>				
<b>1</b>	<input type="checkbox"/> \$0 - \$8,830 (W)	<b>3</b>	<input type="checkbox"/> \$0 - \$19,860 (W)	<b>5</b>	<input type="checkbox"/> \$0 - \$28,930 (W)	If greater than 6, please Indicate number in family: _____ <b>AND</b> Annual Gross Salary/Wage: \$ _____
	<input type="checkbox"/> \$8,231 - \$ 23,030 (T)		<input type="checkbox"/> \$19,861 - \$39,010 (T)		<input type="checkbox"/> \$28,931 - \$54,990 (T)	
	<input type="checkbox"/> More than \$23,030 (O)		<input type="checkbox"/> More than \$39,010 (O)		<input type="checkbox"/> More than \$54,990 (O)	
<b>2</b>	<input type="checkbox"/> \$0 - \$14,470 (W)	<b>4</b>	<input type="checkbox"/> \$0 - \$24,510 (W)	<b>6</b>	<input type="checkbox"/> \$0 - \$33,830 (W)	
	<input type="checkbox"/> \$14,471 - \$31,020 (T)		<input type="checkbox"/> \$24,511 - \$47,000 (T)		<input type="checkbox"/> \$33,831 - \$62,980 (T)	
	<input type="checkbox"/> More than \$31,020 (O)		<input type="checkbox"/> More than \$47,000 (O)		<input type="checkbox"/> More than \$62,980 (O)	

**SECTION D: AREAS OF INTEREST**

THINK ABOUT THE FOLLOWING CAREER PATHWAYS. SELECT **THREE** INDUSTRIES THAT WOULD INTEREST YOU.  
\* PLACEMENT IN YOUR AREA OF INTEREST IS NOT GUARANTEED

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Architectural/Urban & Land Use Planning   | <input type="checkbox"/> Construction/Development/Skilled Trades    | <input type="checkbox"/> Medical/Health Care/Biotechnology |
| <input type="checkbox"/> Arts/Entertainment/Cultural               | <input type="checkbox"/> Education/Training/Social Services         | <input type="checkbox"/> Non-Profit Administration         |
| <input type="checkbox"/> Banking/Finance/Accounting                | <input type="checkbox"/> Engineering                                | <input type="checkbox"/> Public Administration/Government  |
| <input type="checkbox"/> Business Administration/Retail/Sales      | <input type="checkbox"/> Hospitality/Tourism/ Leisure Services      | <input type="checkbox"/> Real Estate/Securities/Insurance  |
| <input type="checkbox"/> Chemistry/Physics/Other Physical Sciences | <input type="checkbox"/> Law/Public Safety/Security                 | <input type="checkbox"/> Restaurant/Food Service           |
| <input type="checkbox"/> Communications/Media/Graphics             | <input type="checkbox"/> Life Sciences/ Environmental/Horticultural | <input type="checkbox"/> Service Occupations/Staffing      |
| <input type="checkbox"/> Computer Sciences/ Information Technology | <input type="checkbox"/> Manufacturing/Processing/Utilities         | <input type="checkbox"/> Transportation/Automotive         |

I do hereby authorize Philadelphia Youth Network (PYN) and its agents and partners to make inquiries regarding my qualifications for work and my job readiness. I also grant permission to verify income information where necessary to document my eligibility for services. I authorize the release of personal, financial, or academic information to PYN by organizations including, but not limited to, schools, employers, youth-serving organizations, and government agencies, (including the Department of Public Welfare), for the purpose of determining income and programmatic eligibility and by PYN to its agents and partners in the course of attempting to secure placement for me. I certify that the information provided is true to the best of my knowledge. I am aware that the information I have provided is subject to review and verification, (including wage records and employment information), and that I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**IF YOU ARE UNDER THE AGE OF 18, YOUR PARENT/GUARDIAN MUST SIGN**

As a parent/guardian, I hereby grant permission for the above youth to participate in the employment program and any related activities. I also grant permission for the collection and release of information as specified above.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**The Philadelphia Workforce Investment Board, The Philadelphia Youth Council, Philadelphia Youth Network and its affiliates do not discriminate, on the basis of race, color, religion, sex, sexual orientation, national origin and/or disability as required by law.**

**EQUAL OPPORTUNITY IS THE LAW**

*Please Read Carefully and Sign Below*

Here is some information about YOUR **CIVIL RIGHTS UNDER FEDERAL LAW**. The Philadelphia Youth Network is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship, or participation in federally funded programs, as amended in admission or access to, opportunity or treatment, in, or employment in the administration of or in connection with any federally funded activity. If you think that you have been subjected to discrimination under a federally funded program or activity, you may file a complaint within **180-days** from the date of the alleged violation with the Department of Labor and Industry’s (L&I) Office of Affirmative Action (OAA), or you may file a complaint directly with the Director, Directorate of Civil Rights (DCR), **US Department of Labor, 200 Constitution Avenue, N.W., Room N-4123, Washington, DC 20210**. If you elect to file your complaint with the Office of Affirmative Action, you must wait until the Office of Affirmative Action issues a decision or until 60-days have passed, whichever is sooner, before filing with DCR (see above address). If the OAA has not provided you with a written decision within 60-days of filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within 30-days of the expiration of the 60-day period. If you are dissatisfied with the OAA’s resolution of your complaint, you may file a complaint with DCR. Such a complaint should be filed within 30-days of the date you receive notice of the OAA’s proposed resolution. If you have any questions, regarding YOUR CIVIL RIGHTS, or to file a discrimination complaint, please contact: **The Department of Labor and Industry, Office of Equal Opportunity – Room 514, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pennsylvania 17120. Or Call (717) 787-1182 • 1-800-622-5422 • TDD 1-800-654-5984. All complaints will be handled confidentially.**  
Statement of Receipt

I hereby Certify that I have received, read and understand my “Civil Rights” as an applicant/participant of a PYN programs and acknowledge so with my signature.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**FOR OFFICE USE ONLY**

I have reviewed all of the above information supplied by the applicant and have found it to be a reasonable representation of the individual’s status at the time of interview. Signature of Certifier: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



PHILADELPHIA YOUTH NETWORK, INC.



WorkReady Programs

BUCKLEY AMENDMENT: Consent to Release of Information

Dear WorkReady Participants and Parents/Guardians:

WorkReady programs are designed to provide participating youth with meaningful learning experiences, including preparation for the workplace and higher education opportunities, and success in school. So that we may ensure that our youth's needs be fully met, it is helpful to track their performance in school through grades, standardized tests, achievement levels, and other relevant records. Please read the following statement, and sign below to indicate that you agree to allow your/your child's school to release these records to the Philadelphia Youth Network (PYN) and its partner agencies for use throughout the program.

*I understand that the Buckley Amendment to the Family Education Rights and Privacy Act of 1974 guarantees that my/my child's academic record will not be discussed with or disclosed to any third party without my written consent. I hereby authorize officials of the School District of Philadelphia to release my/my child's educational records (limited to: standardized tests, graduation and promotion information, and copies of report cards) only to PYN and to any corresponding partner agency or agencies with which I/my child will be placed by PYN. This consent will last until I/my child is no longer enrolled in a PYN-sponsored activity or until I rescind this consent in writing.*

*I understand that this information will not be provided to any entity other than those indicated above. I understand that a record will be maintained in my/my child's educational records, indicating that the information was provided. I understand that I may acquire a copy of this record, as well as of any records provided to PYN, from the Philadelphia School District.*

Name of WorkReady Participant: \_\_\_\_\_  
(Please Print)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If 18 or older or an emancipated minor)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If youth is under age 18)



## WAIVER AND RELEASE FORM

The Philadelphia Youth Network, Inc. (PYN) from time to time creates promotional and educational materials about PYN, its programs and WorkReady Philadelphia. In consideration of the opportunity to participate in the programs offered by the Philadelphia Youth Network, I hereby give permission to PYN, its employees, affiliates, representatives, contractors, agents and members of the media to interview, audiotape, photograph, videotape, film, or capture by any other electronic or other means my image and speech, and, within its absolute discretion, to release, disseminate, or use, in any manner it sees fit including publications and web pages, the resulting images and testimonials and any other information contained therein **for the purpose of promoting the objectives of PYN, its programs and WorkReady Philadelphia.**

I hereby release any and all actions and claims which I, my family members, my child, our heirs, executors or administrators may have against the Philadelphia Youth Network, Inc., its employees, affiliates, representatives, contractors, agents, successors and assigns, arising for any reason whatsoever from the use, publication, distribution, or republication of the words or images gathered for the purpose described above. I intend this to be a legally binding agreement.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (if youth is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Name of program affiliation and worksite location *(if applicable)*

# Philadelphia Youth Network Work Permit Instructions

Youth who are 14 to 17 years old must have a work permit (working papers) in order to register for WorkReady Summer Programs.

- If you are under 18 and already have a Blue (Transferable) Work Permit, bring it with you when you register for WorkReady Summer Programs.
- If you are under 18 and have a Yellow (Non-Transferable) Work Permit that says “YouthWorks” or “Philadelphia Youth Network” bring it with you when you register.
- If you worked for WorkReady Summer Program last year and lost your permit, go to the Work Permit office and tell the staff when you arrive. The Work Permit offices MAY be able to verify your Work Permit. *BRING AN APPLICATION WITH SECTION B SIGNED BY YOUR PARENT JUST IN CASE.*
- If you do not have a Work Permit, follow the instructions below:

## Instructions for Completing the Work Permit Application

Section A: Leave Blank (it will be completed for you by a Work Permit Staff Member).

Section B: Have your parent/guardian sign and print his or her name and address in the correct boxes. **A parent or guardian must be present to receive working papers.**

Section C: Is already complete.

Section D: **Take your work permit application and identification that proves your age to your doctor’s office or one of the locations below.** (School Id w/D.O.B., Birth Certificate, Baptismal Certificate, Passport, Drivers permit/ license, etc) **to one of the work permit offices.**

### PHYSICALS WILL NO LONGER BE OFFERED AT WORKING PAPERS LOCATIONS!!!!

The Philadelphia Department of Public Health’s (PDPH) Health Care Centers accepts Medicare, Medical Assistance, most health insurance and HMO plans. If you do not have health insurance you will be billed on a sliding scale based on your family size and income. If you do not have any income or health insurance you will still receive high-quality health care.

The following is a list of Health Care Providers who accept Medicare, Medical Assistance, most health insurance and HMO plans:

<b>Philadelphia Health Care Center #2</b> 1720 South Broad Street 19145 Tel: (215) 685-1803	<b>Philadelphia Health Care Center #6</b> 321 West Girard Avenue 19123 Tel: (215) 685-3803
<b>Philadelphia Health Care Center #3</b> 555 South 43rd Street 19104 Tel: (215) 685-7500	<b>Strawberry Mansion Health Center</b> 2840 Dauphin Street 19132 Tel: (215) 685-2424
<b>Philadelphia Health Care Center #4</b> 4400 Haverford Avenue 19104 Tel: (215) 685-7600	<b>Philadelphia Health Care Center #9</b> 131 East Cheltenham Avenue 19144 Tel: (215) 685-2253
<b>Philadelphia Health Care Center #5</b> 1920 North 20th Street 19121 Tel: (215) 685-2933	<b>Philadelphia Health Care Center #10</b> 2230 Cottman Avenue 19149 Tel: (215) 685-0639

**YOU MUST HAVE A WORK PERMIT TO REGISTER FOR WORKREADY SUMMER PROGRAMS**

## WHERE TO OBTAIN WORKING PAPERS

Any questions concerning working papers please visit: <http://webgui.phila.k12.pa.us/offices/c/cte/faqs/working-papers>

**Dates Effective September 11, 2007 to June 19, 2008**

### SATURDAY LOCATIONS

<p><b>EDUCATION CENTER</b> 440 N. Broad Street Saturdays Contact: Nick Gasis (215) 351-7221 Saturdays: 9:00 A.M. to 12:30 P.M.</p>	<p><b>GEORGE WASHINGTON HIGH SCHOOL</b> 10175 Bustleton Avenue Phila., PA 19116 Saturdays: 8:30 A.M. to 12:00 P.M.</p>
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The School District of Philadelphia issues working papers at the following locations across the city:

<p><b>BOK</b> 1901 S. 9th Street Philadelphia, PA 19148 ETC Contact: Christine Partito (215) 462-5813 <b>Tuesdays &amp; Thursdays</b> 2:00 P.M. to 4:00 P.M.</p>	<p><b>COMMUNICATIONS</b> 8110 Lyons Avenue Philadelphia, PA 19153 ETC Contact: Diana Rodriguez "Se Habla Espanol" 215-492-6997 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>DOBBINS</b> 2150 W. Lehigh Avenue Room 202 Philadelphia, PA 19132-2699 ETC Contact: William Johnson (215) 223-5976 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>
<p><b>FRANKFORD</b> 5000 Oxford Avenue Philadelphia, PA 19124 ETC Contact: Alexis Musgrove (215) 537-6408 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>GERMANTOWN</b> 40 E. High Street Room 100 Philadelphia, PA 19144-2189 ETC Contact: Mark Wilson (215) 991-9271; (215) 951-4004 ext. 591 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>GRATZ, SIMONS</b> 18<sup>th</sup> &amp; Hunting Park Avenue Philadelphia, PA 19140 ETC Contact: Akasha Roundtree (215) 227-2980 <b>Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>
<p><b>MASTBAUM</b> 3116 Frankford Avenue Counselor's Office, 2<sup>nd</sup> Floor Philadelphia 19134 ETC Contact: Julio Padilla (215) 739-8244 <b>"Se Habla Español"</b> <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>NORTHEAST</b> 1601 Cottman Avenue Philadelphia, PA 19111 ETC Contact: Mike Stiles (215) 728-3019 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>OVERBROOK</b> 59<sup>th</sup> &amp; Lancaster Avenue Philadelphia, PA 19131 ETC Contact: Reginald Moton (215) 581-5542 <b>Tuesdays &amp; Thursdays</b> 4:30 P.M. to 5:30 P.M.</p>
<p><b>Roxborough</b> 6498 Ridge Ave. Philadelphia, PA 19128 ETC Contact: Reginald Moton 215-487-4464 <b>Tuesdays</b> 4:30 P.M. to 5:30 P.M.</p>	<p><b>Saul</b> 7100 Henry Ave. Rm a-30 Philadelphia, PA 19123 ETC Contact: Michelle Guzman 215-508-2193 "Se Habla Español" <b>Tuesdays and Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>School District of Philadelphia</b> <b>ADMINISTRATION BUILDING</b> 440 N. Broad Street Philadelphia, PA 19130 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. – 5:00 P.M. Saturday: 9:00 A.M. -12:30 P.M.</p>
<p><b>SWENSON</b> 2750 Red Lion Road Philadelphia, PA 19114 ETC Contact: Marian Lansky 215-677-9149 <b>Tuesdays &amp; Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	<p><b>West</b> 47th and Walnut Streets Philadelphia, PA 19139 ETC Contact: DeShelle Taylor 215-471-2904 <b>Tuesdays and Thursdays</b> 3:00 P.M. to 5:00 P.M.</p>	

**APPLICATION FOR EMPLOYMENT CERTIFICATE OR  
TRANSFERABLE WORK PERMIT**

PDE—4565 (10/91)

Date of Application \_\_\_\_\_

Certificate/Permit Number \_\_\_\_\_

Date Issued \_\_\_\_\_

**A. To be completed by issuing officer**

Name of Minor _____			Sex _____	Signature of Issuing Officer _____	
			Color of Hair _____		
			Color of Eyes _____		
Any Distinguishing Characteristics: _____			School District – Name and Address _____		
Place of Residence _____					
Date of Birth _____		Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but one accepted.			
Month _____	Day _____	Year _____	a. Transcript of birth certificate	b. Baptismal certificate or transcript	c. Passport
			d. Other documentary evidence	e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.	

**B. To be completed by parent guardian or legal custodian in presence of issuing officer**

I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below:  
 \_\_\_\_\_ General Employment Certificate      \_\_\_\_\_ Transferable Work Permit (in lieu of General Employment Certificate)  
 \_\_\_\_\_ Vacation Employment Certificate      \_\_\_\_\_ Transferable Work Permit (in lieu of Vacation Employment Certificate)

Mark only one

Signature of Parent, Guardian or Legal Custodian _____	Name and Address of Parent, Guardian or Legal Custodian _____
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**C. To be completed by prospective employer**

The undersigned expects to employ the minor as \_\_\_\_\_ in the industry of \_\_\_\_\_  
 (type of work) (type of industry)

The minor will work during such times and in accordance with the maximum hours permissible by law as established by Section 4 and 12 of the Child Labor Law, Act of May 13, 1915, P.L. 286; No. 177, as amended.

<p><b>* Hours of employment – Ages 14 &amp; 15</b>                  Maximum 3 hours on school days                  Maximum 18 hours per week                  Maximum 8 hours per non-school week</p> <p><b>Summer Vacation</b>                  Maximum 8 hours per day                  Maximum 40 hours per week</p> <p><b>Night Work</b>                  School term – may not work after 7 p.m. or before 7 a.m.                  Exception – Summer Vacation until 9 p.m. but not before 7 a.m.</p> <p><b>* Federal Law</b></p>	<p><b>Hours of employment – Ages 16 &amp; 17</b>                  Maximum 8 hours on any given day                  Maximum 28 hours (Mon.-Fri.). Plus an additional 8 hours on Saturday and an additional 8 hours on Sunday.                  Maximum 44 hours per week.</p> <p><b>Summer Vacation</b>                  Maximum 8 hours per day, 44 hours per week</p> <p><b>Night Work</b>                  School term – May not work after midnight Sunday through Thursday or before 6 a.m. any day.                  Exception – Preceding nonschool day 1 a.m. No limits during summer.</p>	<p>Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Sun</td> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thur</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Sat</td> </tr> <tr> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> </tr> </table> <p>Maximum hours: per day _____ per week _____</p> <p>Name, address and telephone number of employer:  <b>Philadelphia Youth Network, Inc.</b>  <b>714 Market Street Suite 304</b>  <b>Philadelphia, PA 19106</b></p> <p>Signature of Owner or Manager: _____  </p>	Sun	Mon	Tue	Wed	Thur	Fri	Sat	__hrs	__hrs	__hrs	__hrs	__hrs	__hrs	__hrs
Sun	Mon	Tue	Wed	Thur	Fri	Sat										
__hrs	__hrs	__hrs	__hrs	__hrs	__hrs	__hrs										

**D. To be completed by examining physician, certified nurse practitioner or certified registered nurse practitioner employer by the board of school directors, by the minor's family physician designated by the prospective employer.**

I hereby certify that the minor named on this form has been thoroughly examined and:  
 \_\_\_\_\_ is physically qualified for the employment specified in the statement of the prospective employer.  
 \_\_\_\_\_ is physically qualified for the period of \_\_\_\_\_, after which time a new examination is required.  
 \_\_\_\_\_ s physically qualified with the following limitations: \_\_\_\_\_

Signature of Examiner: _____	Address of Examiner: _____
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