



# GAP's 2017 Summer Youth Employment Program (SYEP) Participant Application

## **Instructions:**

GAP's Summer Youth Employment Program (SYEP) offers work experience, teaches valuable employment skills and provides you with an opportunity to earn a summer income. GAP SYEP educational workshops will allow you to develop career awareness, work related social skills, personal money management and take pride in working and being part of keeping your community clean and safe.

GAP's SYEP is open to all City of Los Angeles residents in Council District 14 communities of Boyle Heights, Eagle Rock and El Sereno, ages 15 through 18. Students under 18 years of age will need a worker's permit. Please contact your School's Career Center for information on how to obtain one. Only the following personnel are authorized to complete permit forms: Juan Torres, Jessica Martinez, SueAnn Ballat, Toni Broussard, Jose Garcia, Cranisha Clark and Cynthia Guzman.

ONE application per participant. **Further program details for the following items will be provided at-a-later-date: Pay rate, start and end dates, hours offered per week, daily reporting location and work shift(s).** For more information, please call toll free at 1-888-293-9323 or email: Jessica Martinez at [jessicamartinez@gangfree.org](mailto:jessicamartinez@gangfree.org) or Toni Broussard at [tonibroussard@gangfree.org](mailto:tonibroussard@gangfree.org).

The **DEADLINE** for your application packets is **TUESDAY, JUNE 13, 2017, by 4:00 PM PST. DO NOT MAIL, FAX, or EMAIL APPLICATIONS.** Additionally, please be sure to review the listed items below and submit with the application packet. Copies of certain documents will be made upon submittal. Incomplete packets will not be accepted. Make sure to drop off complete application packet during business hours, M-F from 8:00am-4:00pm at any of the following GAP Provider Locations: A) Learning Office Annex located at 1148 N. Avalon Blvd in Wilmington, CA 90744, B) GAP Main Office located at 309 W. Opp Street in Wilmington, CA 90744, or C) WLCSC Office located at 11705 Deputy Yamamoto Place Suite B in Lynwood, CA 90262.

**1. SYEP Program application (completed in full)**

**2. Proof of Identity (See p. 2 for list of acceptable documents)**

- Copy of item from List A or
- Copy of item from both List B and List C

**3. Proof of Employment Authorization**

- Original school work permit (if under 18)

**4. Proof of Address (one of the following)**

- Current CA Driver's License/CA Identification/Matricula (must not be expired) or
- Home Utility Bill (within last 90 days) or
- Rent receipt (within last 90 days and must show address) or
- Current Lease Agreement or
- Official Mail from a Federal, State or City Agency

**5. GAP SYEP Policies and Procedures Forms**

- Signed Parent and/or Guardian permission form
- Signed Parent and Youth SYEP Employment Policies
- Signed Parent and Youth SYEP Employment Dress Code

**Orientation:**

If you are selected for SYEP, you will be notified by the provider and will be provided with further program details, and be asked to attend a MANDATORY orientation and training at the Learning Office Annex. You will also be asked to bring all required documents to complete a USCIS I-9 Form (READ below for lists of acceptable documents). Originals must be made available on the day of orientation.

**FAILURE TO ATTEND THE ORIENTATION WILL MAKE YOU INELIGIBLE TO PARTICIPATE IN SYEP.**

**Documents required to complete a USCIS I-9 Form:**

**LISTS OF ACCEPTABLE DOCUMENTS**

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<p><b>LIST A</b> Documents that Establish Both Identity and Employment Authorization</p>	<p><b>OR</b></p>	<p><b>LIST B</b> Documents that Establish Identity</p>	<p><b>AND</b></p>	<p><b>LIST C</b> Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>		<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>3. School ID card with a photograph</p>		<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>4. Voter's registration card</p>		<p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>		<p>5. U.S. Military card or draft record</p>		<p>5. Native American tribal document</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>		<p>6. Military dependent's ID card</p>		<p>6. U.S. Citizen ID Card (Form I-197)</p>
		<p>7. U.S. Coast Guard Merchant Mariner Card</p>		<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>8. Native American tribal document</p>		<p>8. Employment authorization document issued by the Department of Homeland Security</p>
		<p>9. Driver's license issued by a Canadian government authority</p>		
		<p>For persons under age 18 who are unable to present a document listed above:</p>		
		<p>10. School record or report card</p>		
		<p>11. Clinic, doctor, or hospital record</p>		
		<p>12. Day-care or nursery school record</p>		

**For office use only:** *Do not accept if application is incomplete.*

Date & Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Application Complete \_\_\_\_\_

One application will be accepted for each applicant. COMPLETED applications will only be accepted. Eligible applicants who will be offered a position in the Summer Youth Employment Program (SYEP) will be determined on a first come, first served basis. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM. The following application items: spoken language, ethnicity, disability status, and income status will be treated confidentially. They cannot be used to affect your status in eligibility.

## Participant Application

### Youth Information:

First Name:		Last Name:	
Address:		City:	
State:		Zip Code:	
Telephone:	Hm: Cell:	Email:	

Best method to reach you (*check one*):  Hm  Cell  Email

Social Security Number (*please be accurate*): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender (*check one*):  Male  Female

Ethnicity (*check one*):  White (Non-Hispanic)  Black/African-American  
 Hispanic/Latino  Asian/Pacific Islander  
 American Indian  Other

### Educational Background:

School Name:		Address:	
Last grade completed:		Telephone:	

### Parent/Guardian Information:

First Name:		Last Name:	
Address:		City:	
State:		Zip Code:	
Telephone:	Hm: Cell:	Email:	

Annual gross family income: \$ \_\_\_\_\_ No. of family members in household \_\_\_\_\_

Have you ever been employed as a Summer Youth Employee?  Yes or  No. If yes, what year(s)? \_\_\_\_\_

I, undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I understand that any false statements may subject me to criminal prosecution under both State of California Penal Laws, section 528-539 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SYEP Provider Intake Signature

\_\_\_\_\_  
Date

**GAP's Summer Youth Employment Program (SYEP)  
Proof of Permission and Release  
For the Employment of a Youth AGE 15 to 17**

*Please print except for the signature line.*

Youth's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, CA 90 \_\_\_\_\_.

I, \_\_\_\_\_, the parent or legal guardian of the above-named youth, grant permission for my son, daughter, or legal ward to be employed in the GAP Summer Youth Employment Program (SYEP) in the position of community improvement worker.

The minor youth desires to work as a Summer Youth employee, and I understand that the activities may include painting, cleaning, planting, and community clean up projects. As a parent or legal guardian I hereby freely, voluntarily, and without duress execute this Permission and Release under the following terms:

**Release and Waiver.** Parent and guardian does hereby release and forever discharge and hold harmless GAP and its successors and assigns from any and all **liability**, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise. This release discharges GAP from any **liability** or claim that the youth, parent, or guardian may have against GAP with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the youth's activities with GAP, whether caused by the negligence of GAP or its officers, directors, employees, or agents or otherwise. GAP does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

**Medical Treatment.** Parent or guardian does hereby release and forever discharge GAP from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered (or not rendered if consent denied) in connection with the youth's activities with GAP or with the decision by any representative or agent of GAP to exercise the power to consent to medical or dental treatment as such power may be granted here:

\_\_\_ No power of treatment: \_\_\_\_\_ (*initial*)

\_\_\_ Power of first aid treatment only: \_\_\_\_\_ (*initial*)

\_\_\_ Power of first aid and emergency medical treatment: \_\_\_\_\_ (*initial*)

**Assumption of Risk.** Parent or guardian understands that the activities include work that has the potential to cause injury or death to the youth. Parent or guardian agrees to have received knowledge of the dangers and potential injuries involved and releases GAP from all liability for injury, illness, death, or property damage.

**Insurance.** Parent or guardian understands that GAP does not carry or maintain health, medical, or long term disability insurance coverage for any Summer Youth employee. GAP provides worker compensation coverage and maintains commercial general **liability** insurance.

**Photographic Release.** Parent or guardian does hereby grant and convey unto GAP all right, title, and interest in any and all photographic images and video or audio recordings made by GAP during the youth's activities with GAP, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**Other.** Parent or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. It is also agreed that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Date: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

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

# GAP's Summer Youth Employment Program (SYEP)

## Program Policies

1. Summer Youth Employment youth candidates must register with GAP to be considered for employment.
2. When registering, participants **MUST provide their School Work Permit (if under 18), Valid ID/Birth Certificate, and Social Security Card.** Without these items, registration cannot be completed.
3. Minors (those under 18) MUST have the signed approval of a parent or guardian, whose identity has to be verified by a GAP employee.
4. **Summer Youth Employee candidates who do not complete all paperwork will not be enrolled in the program.**
5. Drop off and pick up is located at the GAP designated locations. **GAP SYEP vehicles are for transportation to and from the project sites ONLY.** Absolutely no pick ups or drop offs will be offered to the SYEP youths with GAP SYEP vehicles.
6. SYEP Youth employees **must clock in and out each day** in order to get credit for hours worked. If you do not clock in, you will not be paid. **You may not, at all times, clock in for your peers. If you do, it will result in termination of the program.**
7. SYEP youth employees will show up promptly for work at approximately 8:00 AM. **If you report to work late, you will be sent home and you will not be paid for that day. NO EXCEPTIONS.** Youths who are tardy (3) times will be terminated from the program.
8. SYEP Youth employees who are chronically absent from work, or who have been sent home for violations of these policies (including dress code, see back) three (3) times will be terminated from the program.
9. If a SYEP youth employee is unable to report for work, he or she shall call the GAP office number: **(310) 241-6780 and contact Jessica Martinez, Toni Boussard, or other SYEP Supervisors. If you are unable to reach anyone, please leave a message.** You need to call at least thirty minutes before the designated reporting time and state the reason for the absence. Parents and guardians will receive a follow up call from the program administrator notifying of the youth's absence.
10. SYEP youth employees are responsible for providing their own work clothes (see dress code).
11. SYEP youth employees are expected to work safely and immediately obey the safety instructions of the GAP SYEP Supervisors. Failure to do so will result in termination from the program.
12. SYEP youth employees will do all community clean up duties as instructed by the GAP SYEP Supervisors. and will work in a neat and clean manner.
13. SYEP youth employees will be responsible for taking care of the GAP tools that are issued to them, and they will assist in cleaning the tools and equipment at the end of each day as instructed by the GAP SYEP Supervisors.
14. SYEP youths shall treat each other and their GAP SYEP Supervisors with courtesy and respect. Fighting, profanity, public disorder, disrespect, leaving the job site without permission, and harassing behaviors are not permitted. **Any such actions or activity can result in termination from the program.**
15. The use of tobacco products is prohibited while performing GAP Community Beautification work, while at GAP facilities and in GAP vehicles.
16. The possession, use, or being under the influence of drugs or alcohol is strictly prohibited and will result in immediate termination of the program, and possible arrest.
17. Any crime committed by a SYEP youth employee while doing GAP SYEP work will be reported immediately to law enforcement agents for immediate action.
18. SYEP youth employees are not permitted to bring children, pets, markers, pens, knives, or personal devices, such as cell phones with them. Personal entertainment devices, such as iPods and MP3 players are an exception. However, it is your responsibility to keep these possessions with you. GAP is not liable for lost, broken and/or stolen personal property.

Youth Employee (Print Name) \_\_\_\_\_

Parent or Guardian (Print Name) \_\_\_\_\_

# GAP's Summer Youth Employment Program (SYEP)

## Dress Code

1. SYEP youth candidates shall be well groomed. Well groomed means clean hair and skin, appropriate work attire, and proper shoes.
2. Hair shall be worn in a manner not to be dangerous to the wearer or other SYEP youth employees. Long hair shall be pulled back or otherwise restrained, and hair ornamentation will not be allowed, except for elastic bands, plain hair clips and simple barrettes.
3. Appropriate work attire includes clean and mended jeans, work pants, khakis, or cotton/polyester pants; t-shirts, work shirts, button shirts, crew shirts, sweat shirts, or jackets (in cold weather); socks; and plain baseball caps or painter's hats worn with the bill facing the front.
4. Proper shoes are work boots, durable athletic shoes, or sturdy street shoes.
5. **The following are NEVER allowed:**
  1. Clothing that resembles gang colors or styles.
  2. Pants that are cut off below the knees or that have split cuffs.
  3. Pants that are excessively large or worn below the waist.
  4. Exposed undergarments.
  5. Shorts or culottes.
  6. Skirts, dresses or caftans.
  7. Tank tops, cut off shirts, or exposed sports bras.
  8. String belts, thin belts, or belt buckles with symbols or codes.
  9. Jewelry
  10. Stocking caps, knit hats, sheer caps, bandanas, fedoras, berets, or any ostentatious head gear.
  11. Sweat bands with writing or logos.
  12. T-shirts, shirts, sweatshirts or any other apparel with inappropriate logos, messages, signs, codes, graphics, or pictures.
  13. Cowboy boots, knee high boots, hobnail boots, sandals, slippers, slippery-soled dress shoes, or shoes with tears or holes in them.
  14. Ties, dangling scarves or drapes, shawls or boas.
  15. Vests.
  16. Any loose flowing garments.
6. GAP SYEP Youth Employees will wear safety vests at all times, and will wear any other safety equipment specified by the GAP SYEP Supervisors. GAP will provide the safety vests and other equipment. They are to be returned by the end of duty.
7. A GAP SYEP Youth Employee who shows up to work inappropriately dressed or who refuses to wear specified safety equipment will be asked to remedy his or her deficiencies on the spot. If this is not possible or he or she refuses, the youth employee will be sent home for the day and will not receive any credit for that day. (See Policy #8)
8. If a GAP SYEP Youth Employee modifies his or her appearance during the day and the modification fail to comply with this dress code, he or she will be asked to remedy his or her deficiencies on the spot. If this is not possible or he or she refuses, the youth employee will be sent home for the remainder of the day and will only receive credit for actual hours worked. (See Policy #7).

### Statement and Acknowledgement:

I have read and understand the GAP Summer Youth Employment program policies and dress code for participation in the program. I have received a copy of the policies of the dress code. I agree to all the terms and conditions. I acknowledge that if I fail to abide by this agreement, I will be terminated from the program.

Signature (Youth Employee) \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature (if youth is under 18) \_\_\_\_\_ Date \_\_\_\_\_