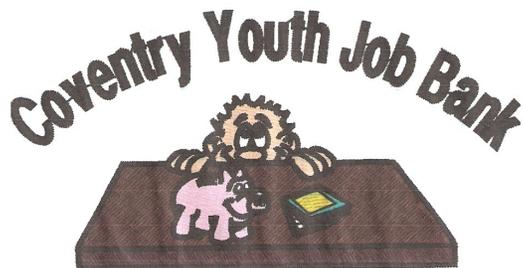


**Town of
Coventry,
Connecticut**

Youth Job Bank

The Youth Job Bank is designed for students in grades 7-12 who are looking for jobs.



**Application &
Guidelines**



In order to become an member of the Youth Job Bank, you need to fill out this form and schedule an appointment with the Youth Services Coordinator. Appointments will take about 30 minutes to complete.

Crystal D. Morawitz
Youth Services Coordinator
Youth Services Office
1712 Main Street
Coventry, CT 06238

Phone: 860 742-5324

Fax: 860 742-3505

Email: cmorawitz@coventryct.org

Website: www.coventryct.org



Youth Job Bank Application

Name: _____

Today's date: _____

Address: _____

Phone number: _____

Email: _____

Do you check this address regularly? _____

Can you be contacted on Facebook? _____

If so, what is your FB name? _____

Birth date: _____

Current School & grade:

Gender: Male _____ Female _____

Please indicate the type of jobs that you would be willing to do. If you would consider any job, please write "Any Job". Please note that only Red Cross Certified Babysitters will receive babysitting referrals.

Signature

After your parent or guardian completes the other side of this form, please make an appointment with Crystal Morawitz in the Youth Services Office.

COVENTRY YOUTH JOB BANK

Information for Parents:

The Coventry Youth Job Bank is a referral service to match Coventry residents with Coventry student employees. The Youth Job Bank assumes no liability for the safety of the employee. The parent is responsible for the safety and well being of their child. The Youth Job Bank urges you to take a direct interest in every job. Meeting the employer before your child goes to a job is encouraged.

I, _____ parent of

_____ have read over the Youth Job Bank guidelines and give permission for my child to enroll as a member of the Coventry Youth Job Bank.



What is the Youth Job Bank?

The Youth Job Bank is a student employment service coordinated by the Youth Services Office in Coventry Town Hall. It costs nothing to join, but there are many benefits for Youth Job Bank members. You will gain experience in a working environment outside of your home and school, enabling you to obtain references to use for future jobs and schools. It also allows you to earn some money, to use for spending and for saving!

The Youth Job Bank is also designed for Coventry residents who are looking for someone to do work around their homes, shops, yards or farms. Only Coventry employers are accepted. No student names are given to employers until after job has been assigned.

Students are not assigned out of town.

Who Can Join? Coventry students in grades 7-12 are eligible to join the Youth Job Bank. Your own transportation to and from a job is helpful, but is not a requirement, since many employers may be willing to transport you. Experience is not necessary since one of the purposes of the Youth Job Bank is to provide you with the experience usually required by employers.

What types of jobs are available? The Youth Job Bank offers a variety of jobs. Examples include: babysitting, painting, cleaning homes, basements and garages, mowing lawns, general yard and garden work, snow shoveling and pet care, including walking and feeding pets.

How does the Youth Job Bank work?

Coventry residents call Youth Services to request a Youth Job Bank member. They leave their name, address, phone number and information about the work they would like done. The applications are reviewed and employees and employers are match. After a job is referred to you, it is then your responsibility to:

1. Contact the employer as soon as possible to discuss the job, transportation and pay.
2. Arrange a meeting for parents and employer to meet each other.
3. Tell the Youth Services Coordinator of your decision to take the job (or not).
4. Perform the job to the BEST of your ability.
5. Once you have completed the job, contact the Youth Services Coordinator and provide an update on how the job went and if you plan on doing the job again. Our voicemail and email are accessible at all times, (860) 742-5324 or cmorawitz@coventryct.org. This is important to do because this will help determine which jobs you get called for in the future.

The Youth Services Coordinator will send an evaluation form to the employer each time a member takes a job. Students are evaluated on several things, including how well the job was done, dependability and, if the employer would like to hire you back. These evaluations are kept in the Youth Services Office. If you would like to receive copies to use as references for other jobs, please let us know.