

2019 Employer Interest & Agreement

Thank you for your interest in partnering with STL Youth Jobs! The 2019 employment experience runs from June 3 - September 28, 2019. Please complete this form to the best of your ability so our team can follow-up to discuss your contribution and participation in the program and work to begin identifying youth whose career interests and skills best match your organization's needs.

Depending on the number of positions you are requesting, this agreement could take as long as 45 minutes to one hour to complete. It will require your organization's EIN, knowledge of supervisors, hours, job descriptions for youth, etc. and the information **CAN NOT** be saved to complete later. To help you organize the information you'll need and ensure you have everything before starting the agreement, see a preview [here](#).

Ready to begin? Click the button below to get started.

I. General Information

ORGANIZATION NAME *

ADDRESS *

Street Address

City

State

Zip Code

WEBSITE *

<http://www.example.com>

PHONE NUMBER *

EIN # *

12-1234567

PLEASE SELECT ALL THAT APPLY. WE CAN: *

Provide a summer internship

Provide funding to support the program

Offer in-kind resources (i.e. tweet about your summer intern, participate in mock interviews, refer program to friends/businesses)



Please note all STL Youth Jobs employer are expected to contribute to the program. A team member will be in touch upon application submission to discuss your organization's level of participation. Additionally, whether your organization is interested in providing opportunity for one youth or hosting a corporate team-building event, we also have multiple sponsorship packages available. Please contact Lindsey Forsthye, Director of Employer Relations, at lindsey@stlyouthjobs.org

II. Organization Profile

EMPLOYMENT SECTOR (Select ONE only) *

Non-profit/Community Based Organization (CBO)

Large Non-Profit (Universities & Hospitals)

Private/For-Profit

Government

INDUSTRYSECTOR (Select ONE only) *

Agriculture/Forestry	Construction	Manufacturing
Retail	Wholesale Trade	Transportation & Warehousing
Utilities	Information & Technology	Finance & Insurance
Education & Health Services	Real Estate, Rental & Leasing	Childcare
Camp	Government Entity	Community/Social Service
Arts, Entertainment & Recreation	Professional & Business Services	
Accommodation & Food Services		

Not sure which industry? Click [here](#) for assistance and a full list of industry codes.

ARE YOU A MEMBER OF ANY PROFESSIONAL ORGANIZATIONS (Select ALL that apply) *

Chamber of Commerce
Neighborhood Association
Business Association
Trade Association
None

Chamber of Commerce(s)

Please specify all chambers of commerce of which you are a member

Neighborhood Association(s)

Please specify all neighborhood associations of which you are a member

Business Association(s)

Please specify all business associations of which you are a member

Trade Associations(s)

Please specify all trade associations of which you are a member

NUMBER OF FULL-TIME EMPLOYEES *

NUMBER OF PART-TIME EMPLOYEES *

ANNUAL OPERATING BUDGET *

II. Organization Profile

ORGANIZATION DESCRIPTION: Please provide a brief description detailing the nature of your business. Include interesting project and/or accomplishments of your business. *

0/500

TYPICAL BUSINESS HOURS *

HAS YOUR ORGANIZATION /AGENCY BEEN THE SUBJECT OF ANY FEDERAL, STATE, OR CITY INVESTIGATION, CRIMINAL, OR CIVIL ACTION IN THE PAST FIVE YEARS? *

Yes

No

IS THIS YOUR FIRST TIME PARTICIPATING AS AN EMPLOYER PARTNER? *

Yes

No, I have partnered with STL Youth Jobs in previous years

HOW DID YOU HEAR ABOUT STL YOUTH JOBS? *

Referred by another business Contacted by STL Youth Jobs staff

Social Media Print/Broadcast Media

Professional/Business Association Word of Mouth

Internet Search Previous employer partner

NAME OF BUSINESS BY WHICH YOU WERE REFERRED

NAME OF PROFESSIONAL/BUSINESS ASSOCIATION BY WHICH YOU WERE REFERRED

ARE YOU INTERESTED IN BEING INTERVIEWED AND CONTACTED FOR PUBLIC PROMOTION OF YOUR PARTICIPATION WITH STL YOUTH JOBS? (via media outlets, social media, websites, etc) *

Yes

No

III. Supervision & Management

You are more than a supervisor, you are a mentor! Your professionalism, enthusiasm and direction will set a tone that will influence participants for life. A great deal of the success of this program depends on you. You will be introducing youth to the workforce, which is new to many STL Youth Jobs participants.

STL Youth Jobs can allow for additional management opportunities to build your staff's supervisory and mentoring skills. However, in order to make this a meaningful experience for the youth, you must be ready to orient, train, mentor, supervise, and help the participant(s) from the moment they arrive.

Please complete the information below to describe the type of supervision & management your organization's staff will be doing while your participants are working in your business.

ORIENT: Describe fully how you will provide orientation so the youth participant knows the organization's culture and expectations, work and behavior to be expected, etc. *

0/500

TRAIN: Describe fully how you will provide on-the-job training to help youth gain skills and abilities to perform the specific jobs and to develop desirable work behavior. *

0/1000

MENTOR: Describe fully how you will help mentor youth toward good work behavior and performance and serve as a role model *

0/1000

SUPERVISE: Describe fully how all interns will be supervised during their work hours. Who will be supervising and how often? How will direction be provided so youth understand their assigned job duties? *

0/1000

HOW MANY STAFF WILL BE RESPONSIBLE FOR SUPERVISING YOUTH? *

PLEASE COMPLETE ALL THE INFORMATION FOR EACH STAFFER RESPONSIBLE FOR SUPERVISING YOUTH AT THIS ORGANIZATION.

NAME *

First Name Last Name

TITLE *

PHONE NUMBER *

EMAIL *

example@example.com

PLEASE CHECK ALL RELATED AREAS *

- Primary Worksite Representative
- Supervisor
- Authorized to Sign Timesheets

AREA OF SUPERVISION

NAME

First Name Last Name

TITLE

PHONE NUMBER

EMAIL

example@example.com

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AREA OF SUPERVISION

TIMESHEETS WILL BE SUBMITTED THROUGH OUR ONLINE PLATFORM EVERY OTHER FRIDAY THROUGHOUT THE PROGRAM. ANY STAFFER WITH "AUTHORIZED TO SIGN TIMESHEET" DESIGNATION IS RESPONSIBLE TO ENSURE TIMESHEETS ARE ACCURATE AND SUBMITTED IN A TIMELY MANNER. FAILURE TO DO SO WILL xxxxxxxxxxxxxx

IV. Human Resource Requirements

ARE THERE ANY AGE REQUIREMENTS/PREFERRED AGES FOR THE YOUTH PAIRED WITH YOUR ORGANIZATION? *

16 - 18

18 years or above

All ages accepted

IS A BACKGROUND CHECK REQUIRED? *

IS A DRUG TEST REQUIRED? *

ARE THERE ANY OTHER SCREENING REQUIREMENTS REQUIRED? *

IF YES ABOVE, PLEASE DESCRIBE IN DETAIL



Please note that employer partners are responsible for covering any and all associated costs of background checks, drug tests and any other screening requirements for youth participants.

V. Position Requests

WHAT IS THE TOTAL NUMBER OF PARTICIPANTS REQUESTED? *

WILL MULTIPLE YOUTH INTERNS BE OCCUPYING THE SAME JOB TITLE/DUTIES?

HOW MANY DIFFERENT JOB TITLES/ROLES WILL THERE BE AT YOUR ORGANIZATION?

NOTE: The number of youth assigned to your organization is subject to the availability of sufficient job slots, STL Youth Jobs approval and other pertinent factors.

V. Position Requests

Job Titles

PROVIDE THE JOB TITLE(S) FOR EVERY POSITION REQUESTED.

JOB TITLE #1

JOB TITLE #2

JOB TITLE #3

JOB TITLE #4

JOB TITLE #5

JOB TITLE #6

JOB TITLE #7

JOB TITLE #8

VI. Job Duties & Responsibilities

Please complete the information below to describe the type of work the participant(s) will be doing while working in your business.

This information must be completed to be considered for participation in STL Youth Jobs. Complete one section **for each type of work assignment (job title) you propose**. The descriptions and requirements must be specific, nonexclusive and pertinent to the work activity.

All job descriptions must demonstrate that a genuine work experience will be provided for the work week. VAGUE, INCOMPLETE OR INACCURATE INFORMATION MAY RESULT IN THE DISQUALIFICATION OF YOUR ORGANIZATION AS A WORKSITE.

The total number of participants in all job titles must correspond to the total number of participants requested.

JOB TITLE

JOB CATEGORY

TOTAL # OF PARTICIPANTS ASSIGNED TO THESE JOB DUTIES

DUTIES: Give details/specifics

0/700

WORK SCHEDULE: Provide the day(s) and hours that youth would typically be working for this position. Specify weekend or evening hours.

0/700

ARE THE ABOVE HOURS FLEXIBLE?

YES

NO

SPECIAL REQUIREMENTS AND/OR TRAITS (including physical and/or educational requirements)

0/500

EXPERIENCE REQUIRED/PREFERRED FOR THIS POSITION

Entry-level

Prior work experience preferred

DRESS CODE (Please be specific)

0/500

IF A UNIFORM IS REQUIRED, WILL UNIFORMS BE PROVIDED?

Yes

No

IS THIS AN OPEN POSITION WITHIN YOUR COMPANY?

WOULD YOU CONSIDER HIRING YOUTH UPON PROGRAM COMPLETION?

WHAT WOULD BE THE ONGOING HOURS? INDICATE WHETHER FULL-TIME OR PART-TIME.

WHAT WOULD BE THE RATE OF PAY?

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WHAT WOULD BE THE RATE OF PAY?

VII. Additional Information

ADDITIONAL INFORMATION: Provide any additional information about your organization and/or what type of position you are seeking, etc. that can be used to match youth to your organization.

0/700

IX. Terms & Conditions

I will host youth at my business June 3, 2019 – September 28, 2019 or until the youth completes their total allowable hours (maximum 160 hours).

A Job Coach will be assigned to my business/organization who will be my main point of contact throughout the program AND that this job coach will be conducting bi-weekly (at a minimum) site visits to our office.

I give STL Youth Jobs the right to identify and select the youth who will be placed at my place of business, and that these placements will be determined by a matching of youth interest and availability to the needs and qualifications identified in this form.

I will review the Memorandum of Partnership and understand my roles and responsibilities as a worksite supervisor.

If my organization requires background checks, drug tests, or other onboarding costs then it is my responsibility to coordinate and pay for these activities prior to youth beginning their work experience.

I am required to host an orientation with the youth during the first week of employment to establish expectations, schedules, duties, etc.

I must be ready to meet, mentor, and supervise the youth participant until their work experience is complete.

I am required to submit complete and accurate timesheets on or before the designated deadline. I also understand that I am required to keep a copy of each youth timesheet for my personal records.

By signing this form, you are attesting that as a representative of **{organizationName27}** you have completed this form accurately and its entirety. I also understand by submitting this application; **{organizationName27}** is not guaranteed participation in STL Youth Jobs as an employer partner. If selected to be an employer partner, I will be notified to complete any additional documents and to schedule an orientation.

AUTHORIZED REPRESENTATIVE *

First Name Last Name

EMAIL *

Email address where a copy of this form should be sent

TITLE *

Date

Month Day Year

Review & Submit Agreement

DO NOT FORGET TO HIT SUBMIT AT THE BOTTOM OF THIS PAGE.