



Instructions:

The Work, Learn & Grow Employment Program (WL&GEP) offers work experience, teaches valuable employment skills, and provides you with a fall – winter income. WL&GEP educational activities will enhance your employment experience, allowing you to develop career awareness, understanding of personal money management, and work-related social skills.

WL&GEP is open to 2016 Summer Youth Employment Program or In-School Youth Internship participants between ages 14 through 24, as of **October 31st, 2016** and are currently attending school.

Each applicant may submit only **ONE application**

All applications must have a unique Email address and Social Security Number used to identify the applicant.

To apply for WL&GEP:

- Visit www.nyc.gov/dycd and complete the application online.

OR

- Complete the attached application and return it in person to the community-based WL&GEP provider of your choice (a list of organizations throughout the City is attached).

Do NOT mail in your application to DYCD or the WL&GEP Provider.

The DEADLINE for submitting your application is **Friday October 14th, 2016**.

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM.

Selection is contingent upon the computerized lottery system and available positions based on program funding.

If you are selected for WL&GEP you will be notified by the WL&GEP Provider to which you submitted your application and asked to submit additional documentation immediately.
(See attached Required Documents Checklist)

Note: A current picture ID must be submitted with all documents.

Failure to submit required documentation as instructed will make you ineligible to participate in WL&GEP.

For more information or if you have questions about completing this form or the required documents, please call 1.800.246.4646 or 311 and ask about WL&GEP.

The status of your application can be found at www.nyc.gov/dycd

PARTICIPANT APPLICATION 2016 - 2017

One application will be accepted for each applicant. **Completed** applications will be entered into a lottery to determine those applicants who will be offered a position in the Work Learn and Grow Youth Employment Program. **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.** The following application items: Spoken Language, Disability Status is voluntary and will be treated with confidentiality. They cannot be used to affect your status in receiving employment, benefits and/or services. Information provided may be used by the City of New York to improve City services or to access additional funding.

1. Social Security Number (Please be accurate)

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2. Last Name

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3. First Name

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4. MI

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5. Birth Date (MM/DD/YYYY)

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6. Gender (Check one)

Male Female

7. Citizenship Status (Check one)

U.S. Citizen Permanent Resident Alien Other

8. Selective Service Registration # & Date- Males 18 years of age must be registered with the **Selective Service System** to participate in the program (if you have not already registered; visit www.sss.gov.)

- - - - - Date / /

9. Alien Number :
USCIS Form #:

10. Street Address (Number And Street)

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11. Apt.

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12. Zip Code

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13. Do you live in a NYCHA Housing Development? No If No; Go to question 14. Yes If Yes, Name the Development:

14. Borough (Check One)

Bronx Queens
 Brooklyn Staten Island
 Manhattan

15. Ethnicity (Check One)

American Indian Hispanic/Latino
 Asian (Non-Hispanic) Pacific Islander
 Black (Non-Hispanic) White (Non-Hispanic)
 Other

16. Other than English, what language(s) are you most comfortable speaking?

Spanish Korean
 Chinese Arabic
 Russian Haitian Creole
 Other-

17. Applicant's Home Phone #

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18. Applicant's Cell Phone #

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19. Applicant's Email

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20. Name of Parent or Legal Guardian (Last Name)

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First Name

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21. Emergency Contact Phone #

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Educational Status

22. Student Type: Full-Time Student Part-Time Student

23. Current educational status

J.H.S. grade 7th 8th H.S. grade 9th 10th 11th 12th

College Freshman Sophomore Junior Senior

What is you're the name of the school you currently attend? _____

Income & Other Information

24. Total family income (gross) for the last SIX months \$

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25. Number of family members currently living in applicant's household

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26. Is applicant or applicant's family currently receiving public assistance? Yes No; If "No"; Go to 28.

27. Type of Public Assistance (Check all that apply)

Supplemental Nutrition Assistance Program (SNAP) Safety Net/Home Relief

Family Assistance (formerly known as AFDC) SSI Other: _____

Additional Applicant Information

28. Is the applicant any of the following (Check all that apply)

Disabled Homeless/Runaway ACS Preventative Services Served In the Military

Foster Care Offender/Justice Involved Parent Does Not Apply

29. What is the applicant's long-term career goal? List (3) options: 1st _____ 2nd _____ 3rd _____

30. Do you have any previous work experience? Yes No 31. Do you have a bank account? Yes No

32. Interested in opening a bank account? Yes No 33. Would you like to be paid through direct deposit? Yes No

34. Is the applicant or any member of the household (0-64 years of age) covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance? Yes No

35. If NO, do you want to be contacted with information about public health insurance programs? Yes No

CERTIFICATION OF ACCURACY: I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 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 _____

WL&GEP Provider Intake Officer Signature _____ Date _____

The status of your application can be found at www.nyc.gov/dycc

If you are selected; to accept the job; you must show a picture I.D, Social Security Card and your current school documentation (see item #10 below). In order to be placed in a job, you will need to bring certain documents to your WL&GEP provider. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for a WL&GEP job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6).

Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED

<p>1. Proof of Identity</p> <input type="checkbox"/> Official Picture ID (school, city, state, government issued) New: IDNYC will be accepted	<p>6. Proof of Citizenship/Alien Status</p> <input type="checkbox"/> Valid U.S. Passport OR <input type="checkbox"/> U.S. Birth Certificate OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> I-94 , I-551, I-797 OR <input type="checkbox"/> Certificate of Naturalization OR <input type="checkbox"/> Employment Registration Card
<p>2. Proof of Employment Authorization</p> <input type="checkbox"/> Report Card (dated within the last 6 mos)OR <input type="checkbox"/> Official School Transcript OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Voter’s Registration Card OR <input type="checkbox"/> U.S. Military Card /Draft Record OR	<p>7. Proof of Address (<i>Dated within the last 6 months</i>)</p> <input type="checkbox"/> Home Utility Bill OR <input type="checkbox"/> Current Lease OR <input type="checkbox"/> Current Cable Bill (<i>Must have Phone Service Listed</i>) <input type="checkbox"/> Official Mail from a Federal, State or City Agency
<p>3. Proof of Age</p> <input type="checkbox"/> Birth Certificate OR <input type="checkbox"/> Benefit Card OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> Valid U.S. Passport	<p>8. WL&GEP Application</p> <input type="checkbox"/> A signed WL&GEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.
<p>4. Proof of Social Security Number</p> <input type="checkbox"/> Social Security Card (ONLY)	<p>9. Selective Service (<i>If applicable</i>)</p> <input type="checkbox"/> Registration Card OR Selective Service “Online Receipt” <i>ONLY-Required for males 18 years of age or older</i>
<p>5. Working Papers (<i>Must be age applicable</i>) If you are under the age of 18 at the time of placement, you must submit your most current working papers. Working papers can be acquired through your school or district office. If you are not attending school, call 311 or contact your local District Office.</p> <input type="checkbox"/> 14 and 15 years of age: Blue Card <input type="checkbox"/> 16 and 17 years of age: Green Card	<p>10. Proof of School Status</p> <input type="checkbox"/> Report Card (dated within the first school term) <input type="checkbox"/> Transcript with School Name and Current Term <input type="checkbox"/> Program Card/ Class Schedule <input type="checkbox"/> Official School Letter (dated within the first school term on letterhead) <input type="checkbox"/> Current Term Receipt from Bursar Office <input type="checkbox"/> Current Letter from Attendance Office

*Please note: all references to the word **current** mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.*

The status of your application can be found at www.nyc.gov/dycd.

