CITY OF SACRAMENTO
Department of Parks and Recreation
Landscape and Lighting

YOUTH AIDE
Job Announcement

The Landscape and Lighting program is an employment program operated by the City of Sacramento, Department of Parks and Recreation for youth between 14 and 17 years of age. Youth will be hired to work six hours per day, Friday through Tuesday. The program runs for eight weeks, June 18th through August 12th, 2012 and approximately 72 youth will be hired. Youth Aides will work in groups, including an adult supervisor, providing park and median maintenance within their communities. Typical work projects include general park maintenance, weeding, trimming and restroom cleaning. Youth Aides are required to wear boots. If hired, the Youth Aide must provide their own boots. Hiking boots are acceptable.

Print clearly using black or blue ink. If any portion of your application is incomplete or not readable your application will not considered for employment.

SALARY: $8.00 per hour
HOURS: Friday through Tuesday; 6 ½ hours per day (including a ½ hour unpaid lunch)
DATES: June 18th through August 12th, 2011

DEADLINE: Monday, April 9, 2012 (5:00PM)

ALL YOUTH MUST MEET THE FOLLOWING REQUIREMENTS & SUBMIT THE FOLLOWING INFORMATION:

AGE: Applicants must be 14 to 17 years old on Monday, June 9th, 2012.
RESIDENCE: Applicants must reside within the City of Sacramento.
CITIZENSHIP: Applicants must submit a copy of their signed Social Security Card and a clear copy of their photo identification card at the time of employment. Acceptable photo identifications include bus passes, California I.D. card, and school I.D.

In addition, all forms attached must be completed and submitted.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
(916) 808-8929
The City of Sacramento- Belle Cooledge Community Center
5699 South Land Park Drive
Sacramento, CA 95822

No applications will be accepted after April 9th, 2012 - 5:00PM, no exceptions.
Postmarks will not be accepted. NO FAXES.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
NAME __________________________________________________________

Last   First   Middle

ADDRESS _______________________________________________

Number   Street   Apartment #

________________________________________________________________________________________________________________________

City     State    Zip Code

HOME PHONE ____________________ ALTERNATE PHONE __________________

BIRTH DATE __________ (Age requirement 14-17) SOCIAL SECURITY # ________________

Will you require special testing arrangements? ________________

HAVE YOU WORKED FOR THE LANDSCAPE AND LIGHTING PROGRAM BEFORE? Yes ___ No ___

WHAT SCHOOL ARE YOU ATTENDING? ______________________ GRADE ____

LIST ANY WORK EXPERIENCE, SCHOLASTIC ACHIEVEMENT, AND VOLUNTEER WORK THAT YOU HAVE DONE. (Include babysitting, yard work, etc.)

CONVITIONS: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check and verification. You may omit: a) Traffic violations (Driving under the influence must be reported); b) Any conviction committed prior to your 18th birthday which was finally adjudicated in Juvenile Court or under a youth offender law; c) Any incident sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor?       YES ____         NO____

2. Have you ever been convicted by a court of a felony?                    YES____           NO______

3. If YES to 1 or 2, state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE:

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS
I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request of the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

Signature _____________________________   Date: __________________________
Landscape & Lighting Program

Media Release Agreement

Youth Aide Applicant/Employee,

Please read the following agreement and sign at the bottom, in addition your parent/guardian must also sign.

I understand that my son/daughter/self _____________________________ may be photographed,

videotaped, or interviewed while at work with the Landscape & Lighting program. I give
permission to the City of Sacramento’s Landscape & Lighting program to release the images and/or
interviews of my son/daughter/self to media organizations, to use them in Landscape & Lighting
publications and/or to use them in an informational video created about the Landscape & Lighting
program.

______________________________________   ____________________
Youth Applicant/Employee      Date

______________________________________   ____________________
Parent/Guardian Signature      Date
Youth Aide Employment Agreement

I, _____________________________, agree to:

A. Be supportive and encouraging to my co-workers.

B. Be a team player.

C. Use acceptable language at all times.

D. Not be under the influence or in possession of illegal drugs or alcohol while at work.

E. Refrain from the use of tobacco products (cigarettes, chewing tobacco, etc.) while at work.

F. Notify my supervisor immediately if I need to be absent or late to work.

G. Follow worksite dress code.

H. Use telephone during work hours for emergency only.

I. Bring a lunch or lunch money each day.

J. Be responsible for my own property.

K. Be respectful to all co-workers and supervisors.

_____________________________________   __________________
Youth Employee Signature         Date