



# Town of Ayer

## DPW YouthWorks Program

### ***What is YouthWorks***

YouthWorks is a four-week summer job program for Ayer and Shirley residents who will be at least 14 as of June 28, 2021 and will be enrolled in high school next year. The goal of the Program is to serve as a young person's first job experience and provide exposure to the world of work and job responsibilities.

### ***Program Goals***

This program is directed at student 14 to 16 years of age and aims to: Develop Responsibility and Work Ethic; Develop Skills and Work Expectations; Earn money; Participate in Special Workshops related to education, health and safety, and financial responsibility.

### ***Program Outline***

Participants will work on supervised public works related jobs throughout the Town for two four (4) week sessions June 28 through July 23 and July 26 through August 20. Participants will work 30 hours per week and earn minimum wage during their time in the Program. The Program provides four workers per session with one supervisor; tools, transportation, and personal safety equipment will be provided by the Ayer DPW. Participants will have the opportunity to participate in skill-building workshops for one hour each week and attend job tours, financial training, and a variety of program-related events during the summer.

Note: Covid related precautions including mask wearing and social distancing will be in place to protect all participants.

### ***How do I apply?***

Fill out the attached application completely. Applications are available at the Ayer Shirley High School Counseling Office and on the Town Web Site [www.ayer.ma.us](http://www.ayer.ma.us) through **June 4, 2021**. This is not a first-come/first-served program. All applicants will be interviewed and if necessary, applicants selected for participation via lottery.

### **U.S. Citizens must bring:**

1. Original birth certificate **and** Original Social Security Card **and** either a report card or Photo ID **OR**
2. Original U.S. Passport **and** Original Social Security Card

### **Non-U.S. Citizens must bring:**

1. Original Resident Alien Card or Permanent Resident Card or Employment Authorization Card **and** Original Social Security Card

Questions about the application process should be directed to Mr. Kevin Johnston, Ayer Benefits and Payroll Department.

# **Ayer DPW YouthWorks Program Application**

*(Please print clearly)*

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number and Street Name Apt.#

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M/F

Current Grade: \_\_\_\_\_ Name of Your School: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

Have you worked before: Y/N If Yes, Name of Employer: \_\_\_\_\_

Please describe your job responsibilities: \_\_\_\_\_

## **Circle the three phrases below that best describe you:**

- \* High energy      \*Creative      \*Quiet      \*Focused      \*Like being busy      \*Organized
- \*Like new challenges      \*Enjoy meeting people      \*Prefer structure      \*Like being outdoors
- \*Work in a group      \*Work independently

Session Preference (Circle one):      June 28 -July 23      July 26 - August 20

***I certify that the information on this application is correct to the best of my knowledge.***

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I certify that the applicant listed above is a resident of the Town of Ayer or Shirley and has my permission to participate in all activities associated with the Town of Ayer DPW YouthWorks Program. I also give permission for images/videos of my child to appear in Town publications, websites, or program-related media accounts including print, video and internet publications.***

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Any falsification of information will result in dismissal from the Town of Ayer DPW YouthWorks Program and exclusion from future program participation.***

**Please submit completed application to the Ayer Town Hall, Office of Benefits and Payroll 1  
Main Street Ayer MA 02432**

\*\*\*\*\* Town Use \*\*\*\*\*

Employee #: \_\_\_\_\_ Entered in PR Master: \_\_\_\_\_ PR Job\Salary: \_\_\_\_\_ PR Deductions: \_\_\_\_\_  
Employee File: \_\_\_\_\_ Accounting Copy: \_\_\_\_\_ DPW Copy: \_\_\_\_\_