



Summer Youth Program 2009 Worksite Application

Worksite Information:

Business Name:	
Address:	
City/State/Zip	County:
Contact Name:	
Phone Number:	
Fax Number:	
e-mail Address:	
Website Address:	

Worksite Description:

Type of Business:
Provide a detailed description of the business' year-round function:
The number of employees at the worksite:
Will youth workers have direct contact with the worksite's clients/customers? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is "Yes," describe the worksite's clients/customers:
Supervisor's name who will be responsible for the youth:
Supervisor's Phone Number:
Supervisor's e-mail Address:
Alternate Supervisor's Name:
Alternate Supervisor's Phone Number/e-mail Address:

Job Description (Attach additional pages for each job title):

Job Title:	Number of hrs/week: (max. of 25 hrs/wk)	Number of Openings:
Description of Duties:		
Jobsite Address:		
Any special job requirements: (ex. TB shot)		

Job Skills:

From the list below, select the skills that youth workers will acquire through subsidized employment at your worksite. Check all that apply.			
Clerical:	<input type="checkbox"/> Filing	<input type="checkbox"/> Typing	<input type="checkbox"/> Phones
	<input type="checkbox"/> Photocopying	<input type="checkbox"/> Faxing	<input type="checkbox"/> Other
Computer:	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Database
	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Internet/e-mail	<input type="checkbox"/> Other:
"Green":	<input type="checkbox"/> Agriculture-related <input type="checkbox"/> Construction-related <input type="checkbox"/> Maintenance-related <input type="checkbox"/> Manufacturing-related		
	For all categories checked, please specify specific skills:		
Interpersonal:	<input type="checkbox"/> Inter-office Communication		<input type="checkbox"/> Time Management
	<input type="checkbox"/> Client Interaction/Customer Service		<input type="checkbox"/> Teamwork
	<input type="checkbox"/> Other:		
Other:			

Authorized Signature _____

Date: _____

Training Site: _____
Supervisor: _____
Alternate Supervisor: _____
Address: _____
Phone: _____

Agreement

This agreement is entered into by and between **CHENANGO, DELAWARE, OTSEGO WORKFORCE INVESTMENT BOARD**, having offices at 12 Dietz Street, Oneonta, New York 13820, and _____ (hereafter referred to as the **Training Site**).

The agreement is in regard to the employment of a WIA (Workforce Investment Act) participant(s) commencing _____ and ending _____. The schedule of hours for each participant is an attachment to this agreement.

Training Site agrees:

1. To assist the CDO Workforce staff in developing a job description and a training outline.
2. To make available necessary tools, equipment, manuals and supplies for participant use.
3. To assure that there is adequate work and materials for participants. A written plan for alternatives in case of inclement weather must be prepared for participants assigned to outdoor worksites.
4. To instruct the participant in the performance of his/her job and to provide an outline of the participants job duties and responsibilities.
5. To provide on-site supervision at all times during the participant's scheduled hours and to provide the participant with the name of the immediate supervisor and the name of the alternate supervisor who will be responsible in the absence of the regular supervisor.
6. To assure that participants between the ages of 16-21 are working in compliance with the Child Labor Laws.
7. To consult the CDO Workforce staff as necessary in situations involving a participant's delinquency, misconduct, or neglect of work. It is understood that the Training Site will not be required to retain unacceptable participants. In the event that the Training Site suspends a participant from this work location, CDO Workforce will be immediately contacted.
8. To comply with the provisions of Title VI of the Civil Rights Act of 1964 and all other such regulations required the CDO Workforce Investment Board.
9. That the assignment of a participant under this Agreement will not displace an employed worker, nor will it reduce the non-overtime hours, wages or fringe benefits of an employed worker, nor shall any participant be employed or a job opening filled when any other individual is on layoff from the same or any substantially equivalent job.

Training Site agrees (cont'd):

10. That the break policy will be consistent with the policy for employees of the organization.
11. That the Training Site will ensure that the participant is provided with relevant safety instructions and equipment necessary for reasonable protection against injury and damage. Where special clothing or equipment is provided to the Training Site's regular employees, the participant shall be provided the same type of clothing and equipment. Local, State, and applicable Federal health and safety standards shall be observed. No participant shall be allowed to work in an unsafe or hazardous Training Site.
12. To release the participant to CDO Workforce and/or the CDO Workforce New York One-Stop Career Center, as required, for purposes of counseling, monitoring, special training, etc.
13. Not to supplement the participant's compensation in any form without the prior written authorization of CDO Workforce and the CDO Workforce Investment Board.
14. That the participant will not be employed in union, anti-union, political, or sectarian activities. Further the participants shall not be employed in any religious or anti-religious activity. This prohibition shall include the construction, operation or maintenance of any facility used for sectarian instruction or as a place for religious worship.
15. That no person shall be denied employment, excluded from benefits or suffer discrimination under a WIA work experience because of race, color, religion, sex, national origin, age, temporary medical condition, mental disability, physical handicap or political affiliation or belief.
16. To comply with the Workforce Investment Act and with the Rules and Regulations thereunder. Copies of the Act and Regulations are available upon request.

CDO Workforce Agrees:

1. To refer only eligible participants to the Training Site.
2. To provide Training Site orientation to participants and supervisors.
3. To provide participant with counseling, support services and career exposure.
4. To maintain such administrative records as may be required by the funding source regarding the employment of each individual.
5. To require no records or reports from the Training Site unless necessary to CDO Workforce for performance of the purposes stated in this Agreement.
6. To ensure that the CDO Workforce Investment Board's fiscal representative provides and pays for the workers' compensation benefits for participants and inform the Training Site of the steps to take in case of an accident.
7. To ensure that the CDO Workforce Investment Board's fiscal representative provides and pays for participants' wages at the New York State minimum wage. As a result, the Training Site shall not be considered the employer of record and shall not be responsible for the deduction of Social Security and Federal and State income taxes.
8. To provide a CDO Workforce staff member to the Training Site, who will contact the participant at least once a week who will hear any concerns by either the Training Site or the participant, who will give counsel to both and who will determine any disciplinary action with respect to the participant.
9. To comply with the provisions of Title VI of the Civil Rights Act of 1964.
10. To perform under the terms of this Agreement, dependent upon the continued flow of funding under a Subcontract from the NYS Department of Labor, and that revocation or alteration of that subcontract may constitute grounds for the revocation or alteration of this Agreement.

Training Site and CDO Workforce Mutually Agree:

1. That the participant shall be trained within the job title and training outline.
2. That CDO Workforce retains the right and responsibility to assign each participant to a Training Site. However, no participant will be assigned to a Training Site without the approval of the Training Site or its representatives.
3. Transportation to and from work is the responsibility of the individual participant. However, the Training Site, CDO Workforce, and/or the CDO Workforce New York Career Centers may provide transportation to remote work locations. Each instance will be decided on an individual basis and the decision will be agreeable to all parties.
4. Under no circumstances will participants be paid for unexcused absences or un-worked hours. This policy will apply to any type of leave or holidays.
5. That the Agreement shall become effective as of the date signed and shall remain in effect until.

Participants to be assigned to this Training Site are:

Name	DOB*	(Age*)	Phone	Work Schedule

(*To be filled in if participant is a minor affected by Child Labor Laws.)

SKILLS / LEARNING OBJECTIVES	APPROXIMATE TRAINING HOURS	START / END DATES	PROGRESS EVALUATION METHOD
Employer Orientation		/	
Learn to		/	
Learn to		/	
Learn to		/	
Learn to		/	
Learn to		/	
Learn to		/	
Learn to		/	

SAMPLE

Signatory Page

The Training Site agrees that the Supervisor(s) signing this agreement are aware of the State Labor Laws and their impact on the participants assigned and that they have been provided with a supervisor orientation.

Name/Title of Training Site Supervisor

Signature of Training Site Supervisor

Date

Name/Title of Alternate Supervisor (if applicable)

Signature of Alternate Supervisor

Date

Name/Title of CDO Workforce Representative

Signature of CDO Workforce Representative

Date