



City of Beaufort

Youth@Work/Summer Youth Enrichment Program (SYEP)

About the Program

The City of Beaufort Youth@Work/SYEP will provide opportunities for motivated Career and Technical Education (CTE) High School students across Beaufort County to participate in career development, soft skills training and paid summer employment opportunities. These opportunities will help students understand local government and its operations of a City department - Administration, Public Works, Planning, Finance, Municipal Court and Public Safety.

Mission

To provide Beaufort County students with equitable career development opportunities to explore the world of work, real life experiences as well as making a positive impact in our community.

Summer Job Summary

- Youth@Work will maintain an 8-week summer experience window from June-August 2022. During this window, students will be matched up with a Department Head or Department Supervisor for work assignments, training and guidance
- Students will average 20-25 hours per work
- Students will be paid a minimum of \$_____ per hour

Instructions for applying

- Must be enrolled as a current student in a CTE program Beaufort County High School (Rising Seniors)
- Be of the ages 16-18 years-old
- Complete an employment application
- Complete Interview with City Human Resources Department e Successfully pass a pre-employment drug/alcohol screening
- Have a valid Photo ID and Social Security card
- Have own transportation

Selected Candidates

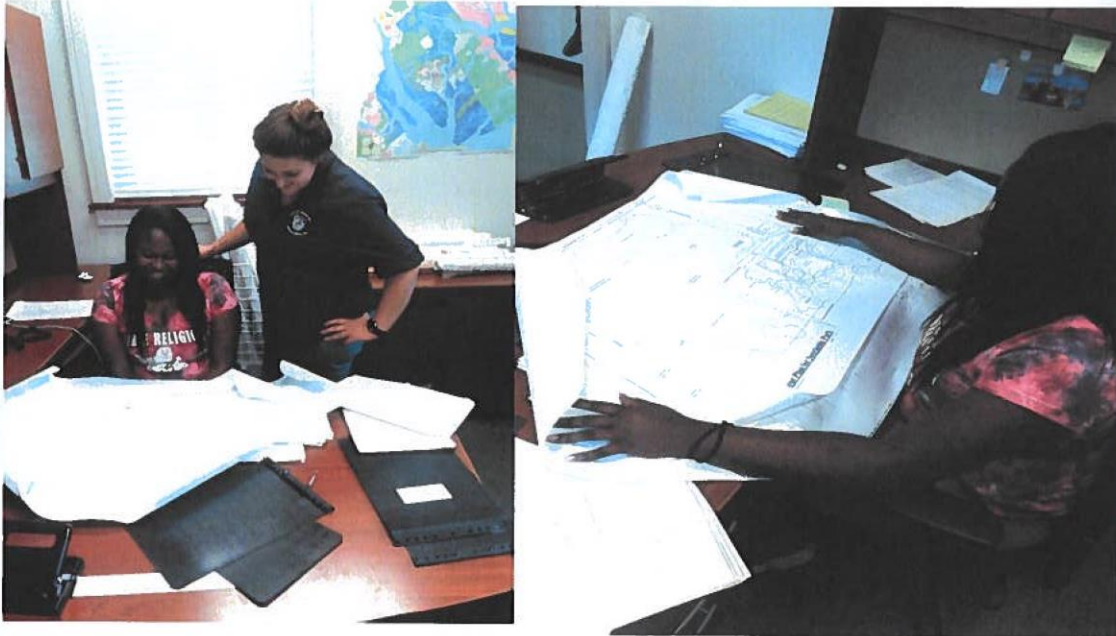
Selected candidates will be provided the experience of onboarding and exiting as utilized with full-time regular employees at time of hire. Incumbent will also receive a performance evaluation at the end of their internship assignment as well. What to expect during the onboarding process: new hire paperwork, simulated benefits orientation, and payroll orientation. What to expect during the exiting process: an assessment of work experience, and assistance with resume or career profile as needed.

We look forward to working with Beaufort County's Career and Technical High School students to help gain hands-on- training in the workforce. Interested students may contact Brian Ladson, Human Resources Specialist at bladson@cityofbeaufort.org or (843) 525-6016.

ASK ME ABOUT

YOUTH @ WORK

Summer Youth Enrichment Program





City of Beaufort

Youth@Work/Summer Youth Enrichment Program (SYEP)

Recommendation Form

(Please submit with application for consideration- Incomplete submissions will not be considered)

Name _____ Date of Birth _____

High School Name _____

Current Grade Level _____

Your CATE Program _____

Instructor _____

Briefly describe the following:

Career or College goals

Academic or Personal Accomplishments

Community Service, Volunteer or Extra curriculum Activities

Attach a summary detailing why you should be hired for a position with the City of Beaufort summer program.

Instructors Recommendation Yes No Instructors email

Tell us why (optional)

Instructor's Name (Print)

Instructor's Signature



CITY OF BEAUFORT

1911 Boundary Street
Beaufort, SC 29902 FAX: 843470-3501 iburgess@cityofbeaufon.org www.cjtyofbeaufort.org

'vette Burgess

Human Resources Director

TEL: 843-525-6016

Application For Employment

(An Equal Employment Opportunity Employer and a Drug/Alcohol-Free Workplace)

POSITION APPLYING FOR:

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address:

Street Address Apartment #

City State ZIP Code phone: Email:

YES NO

When are you available to start work?

Are you authorized to work in the US? o

O

YES NO if yes, when and

Have you ever worked for the City of Beaufort? a O reason for leaving? _____

Are you related to anyone employed by the City of Beaufort? YES NO If yes, give name & relationship
O O

How did you team of this position with the City of Beaufort? O Employee Referral Newspaper: City of Beaufort Website Other Sources:

Education

High School: _____ City and State: _____

From: _____ To: _____ Did you graduate or earn a GED? YES NO Please specify:
☐ ☐

College: _____ City and State: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Major:
☐ ☐

Other: _____ City and State: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Major:
☐ ☐

Military Service

YES NO

US Military Service: O Branch: From: To:

Current Rank at Discharge:

(If you served in the military, please provide with your application a copy of your DD214s/Separation Documents.)

Applicants

are required to answer the following questions prior to employment with the City of Beaufort

YES NO

Have you ever been convicted, pled guilty or pled no contest to a crime, other than a minor traffic offense?

If yes, please explain:

NOTE: A conviction will not necessarily disqualify applicant from consideration.

General

List any special skills and/or qualifications you have (including certifications, licenses, etc):

Previous Employment

Company:

Phone:

Address:

Supervisor: Job Title: Starting Salary:\$ Ending Salary:\$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference? YES

NO

Company:

Phone:

Address:

Supervisor: Job Title: Starting Salary:\$ Ending Salary:\$ Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference? YES NO

Company: Phone:

Address:

Supervisor: Job Title: Starting Salary:\$ Ending Salary:\$ Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:

City of Beaufort – Beaufort, SC 29902

Disclaimer and Authorization Release

In connection with my application and/or continued employment with the City of Beaufort, I authorize any representative of the City of Beaufort bearing this release to obtain any information upon request from the bearer. I agree to the following:

- I understand that false, misleading information or omissions in my application or interview may result in my not being further considered for employment, or if hired, may result in termination.
- I further understand that any employment relationship will be "at will". Accordingly, either party may terminate the employment relationship at any time with or without notice or cause.
- I authorize the City of Beaufort to contact former employers and educational organizations regarding my employment and education.

- I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades.
- I authorize those persons designated as references to fully and freely communicate information regarding my character, performance, work ethic, and education.
- I consent to your release of any and all public and private information in regards to my military service records (if applicable), educational records, my financial status, driving record, credit report and my criminal and civil history record.
- The City of Beaufort Is a drug/alcohol free workplace and if offered employment, a drug and/or alcohol test will be required prior to starting work. The City of Beaufort also reserves the rights to require a drug and/or alcohol test during employment whenever it has reasonable suspicion of a violation of Its drug/alcohol policies. Please note that some positions may be subject to randomized drug and/or alcohol testing.
- Some positions require physical examination. If you are offered employment in one of these positions, you will be required to submit to a physical exam by the City's doctor prior to beginning work.
- I agree to take a polygraph exam (if applicable), this is a prerequisite to certain position(s) within the City of Beaufort.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- I understand my rights with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the City of Beaufort in conjunction with employment procedures.
- I acknowledge that a FAX or photocopy of this release form will be as valid as an original.
- I have been given the opportunity to carefully read the above disclaimer and authorization and I understand and agree to its terms.

I declare under penalty of perjury that the Disclaimer and Authorization is true and accurate.

Signature: _____ Date: _____

NOTE: All Applicants not contacted within 45 working days after application closing date, may consider the position filled.

~~DONOTWRITEBELOWTHIS~~
(For Internal Office Use Only)

Interview By: _____ Date: _____

Is applicant recommended for hire? ☐ YES ☐ NO

Remarks: _____

Dept.: _____ Position: _____ Start Date: _____

Salary/Wage: _____

Approved: 1. _____ 2. _____

Department Head Director of Human Resource

LINE



CITY OF BEAUFORT

Boundary Street
Beaufort, SC 29902

Ivette Burgess
Director of Human Resource
TEL: 843-525-7018
FAX: 843-470-3501

www.cityofbeaufort.org

iburgess@cityofbeaufort.org

Confidential: For Statistical Use Only

Voluntary Self Identification Form

The City of Beaufort is an Equal Employment Opportunity Employer (EEO) and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or local law. The information below will be used only in the compilation of data for EEO/Affirmative Action reporting. Completion of this data is voluntary and will not affect opportunity for employment, or terms or conditions of employment, if hired or currently an employee of the City of Beaufort.

Please complete in full:

Date:

First Name (optional): Last Name (optional):

Gender: Male Female

Date of Birth:

Position applying for or current:

Department:

Veteran: O Yes

☐

Native Hawaiian or other Pacific Islander

White

Race/Ethnic Group:

American Indian or Alaskan
Native

Asian

Black or African-American

Hispanic or Latino

A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

A person having origins of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

A person having origins in any of the Black racial group of Africa.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

A person having origins in any of the original peoples of Europe, North America, or the Middle East.

A person of Mexican, Puerto Rican, Cuban, Central or South American and other Spanish culture or origin.