



## **MYEP APPLICANT REQUIREMENTS**

**MYEP Mission:** To provide all Charlotte youth with equitable career development opportunities to explore the world of work, build social capital, and enhance economic mobility.

**MYEP Vision:** MYEP participants explore careers, hone skills, and gain exposure to models of professionalism, creating pathways to attainable career goals. As youth achieve, our community is strengthened.

**Summer 2019 MYEP Dates: Monday, June 17<sup>th</sup> – Friday, August 9<sup>th</sup>, 2019**

The Mayor's Youth Employment Program (MYEP) provides career and professional development experiences to eligible and accepted youth through part-time internship or job placements. Host Employers participate with the MYEP by offering positions that align with either an internship or job experience for MYEP-accepted youth. The MYEP cannot guarantee acceptance into the program. Further, the MYEP cannot guarantee placement in a role that aligns with an applicant's desired career choice. The MYEP strives to make mutually beneficial matches of applicants to Host Employers, considering the entire applicant pool and balancing multiple factors (such as a Host Employer's needs, the applicant's expressed career choice, the applicant's skills, location/transportation, etc.). Absent extenuating circumstances, a decision to opt-out of an internship or job placement is considered a withdrawal from the MYEP for the current cycle. The MYEP encourages all applicants to continue to seek out internship or job opportunities that are best for them. Youth may request to be placed on the Youth Programs Listserv for information about upcoming Job Fairs hosted throughout the year.

**Internship:** An internship is a career development experience where a student participates in the daily operations of a work environment related to a student's career interest. It integrates knowledge and theory learned in the classroom with an emphasis on meaningful on-the-job training.

**Job:** A job is work experience that consists of defined duties, responsibilities, and tasks. While it does provide a student an opportunity to acquire transferable skills, a job is primarily to fill an employer's need for the completion of a set series of tasks.

### **MYEP Applicants Must:**

- Be in high school at the time of their MYEP application
  - If not attending a Charlotte-Mecklenburg (CMS) high school, applicants must live within the City of Charlotte
- Be at least 16 years old on or before April 15<sup>th</sup>, 2019
  - If the 16<sup>th</sup> birthday is after April 15<sup>th</sup>, 2019 then a student may apply next year
- Attend a Job & Career Readiness Training (**Fall of 2018**)
  - The school's Career Development Coordinator (CDC) will have information about when the training will be held and any registration requirements
  - Must sign-in for attendance and complete the full day's training
- Provide their Social Security number (to be used for a criminal background check and employment eligibility)
- Be eligible for employment in the U.S.
- Agree to have the MYEP request a criminal background check (must sign consent form)
  - If the applicant is under 18 years old, the parent/guardian will also have to sign consent
- Agree to allow the MYEP to photograph and/or video/record (must sign consent form)
  - If the applicant is under 18 years old, the parent/guardian will also have to sign consent
- Prior to the start of an internship or job, applicants will be given instructions to complete a drug screen within a set timeframe and must test negative for controlled substances/drugs
  - At the time of the drug screen, the applicant will need to present current photo identification (such as a school photo ID, NC ID, or driver's license)

### **MYEP Application Requirements:**

- Job & Career Readiness Training certification of completion
- Online application with written component (short essay questions)
- Resume (upload to online application)
- Contact information for two professional references who have each agreed to write a letter of recommendation on the applicant's behalf
  - Applicants must ask permission to list each reference and provide accurate contact information so that the MYEP can reach each of them with instructions for how to provide their letter of recommendation
  - A professional reference may include a teacher, administrator, coach, or employer, for example (but may not be a family member)
- Video Interview (through Spark Hire interview platform)
- Signed MYEP Participant Contract/Consent Forms (upload to online application)
- Note: applicants will be scored on the content and quality of their application materials

### **MYEP Acceptance/Placement Requirements:**

- Commit to working an average of 25 hours per week for a 6-week work-based experience (for a total of 150 hours) between **June 17<sup>th</sup> – August 9<sup>th</sup>, 2019.**
  - Program dates have an 8-week range. Applicants are expected to coordinate a 6-week period of work with their Host Employer within the 8-week range where they can fully commit to their work schedule.
  - An average of 25 hours per week must be completed for 6 weeks to fulfill a total of 150 hours of work.
  - It is expected that the MYEP will be a priority during the 6-week commitment to a Host Employer to allow for completion of the required hours.
  - A Host Employer or the MYEP may terminate a participant if they are not fulfilling their commitment.
  - If an applicant has a conflict that cannot be missed (such as college orientation) within the program dates, they will need to notify MYEP Staff prior to placement (and also coordinate with their Host Employer after being notified of their placement)
- Agree to be paid at a rate of \$9/hour for 150 hours of work
- Practice professional etiquette in all communication with MYEP Staff and Host Employers, including phone and email communication
- Be responsive to MYEP and Host Employer outreach, including phone calls, voicemails, and emails
- Contact MYEP Staff if any contact information needs to be updated (mailing address, phone number, email)
- Understand that if MYEP Staff or Host Employers cannot easily reach an applicant, that applicant will miss placement opportunities or other important information that could impact MYEP eligibility
- Follow all expectations, policies, dress code, and duties of the Host Employer and understand that if not in compliance, the participant could be terminated from employment and the MYEP
- Practice professional conduct at all times at the workplace and understand that if not in compliance, the participant could be terminated from employment and the MYEP
- Note: a decision to opt-out of an internship or job placement is considered a withdrawal from the MYEP for the current cycle (absent extenuating circumstances)