



# Phoenix Youth R.I.S.E.

Reach and Invest in Summer Employment

Phoenix Youth RISE provides a paid summer employment that:

- ◇ Connects your interests with our local employers
- ◇ Gives you valuable insight into future career opportunities
- ◇ Provides work readiness training
- ◇ Allows you to create and build your professional network

**Recruitment:** March 5 - April 20 , 2018

**Work Readiness Training:** Early May

**Internship Period:** 200 hours, June 11—July 13, 2018

**\*Available to City of Phoenix young adults between the ages of 16-24  
(see below for details)**

**A career pathway to success!**

Applications and more information available at: [www.phoenix.gov/econdev/arizona-at-work/youthprograms](http://www.phoenix.gov/econdev/arizona-at-work/youthprograms)

Contact info: Mary Alejandro: 602-534-3794  
Ronnie McGuire: 602-495-5630  
azatwork@phoenix.gov



**City of Phoenix**



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## Eligibility:

- ◇ **Must be 16—24 years at time of application.**
- ◇ **Reside in city of Phoenix.**
- ◇ **Have legal right to work documentation in the U. S.**
- ◇ **Must be available to work entire length of internship, 5 weeks, (40 hours per week) June 11 through July 13, 2018.**
- ◇ **Must be able to attend a 2-day work readiness training prior to start of work.**
- ◇ **Must have own transportation to work site regardless of proximity to residence. Work site locations will vary throughout Phoenix.**
- ◇ **Must complete application in its entirety for consideration.**
- ◇ **Youth will be selected to participate randomly as space is limited.**

Applications and more information available at: [www.phoenix.gov/econdev/arizona-at-work/youthprograms](http://www.phoenix.gov/econdev/arizona-at-work/youthprograms)

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Phoenix Youth R.I.S.E Summer Internship Application 2018

APPLICANTS MUST BE 16-24 YEARS OF AGE AND RESIDE IN THE CITY OF PHOENIX AND MEET ALL REQUIREMENTS TO PARTICIPATE IN THE SUMMER EMPLOYMENT PROGRAM. This form must be completed and signed by the applicant. If you are less than 18 years of age, a parent, legal guardian, or responsible adult must also sign the application.

Form with fields: Name (Last Name, First Name), Date of Birth, Age, Last Four Digits of Social Security #, Current Address Apt. # (NO P.O. Boxes), City, State, Zip Code, Phone Number, Alternate Phone Number, Email Address

Race Group (Please mark one race group below):

- White, African-American/Black, Hawaiian/Pacific Islander, Native American/Alaskan Native, Asian

Ethnicity:

Are you Hispanic or Latino? Yes No

Gender:

Male Female

EDUCATION HISTORY

Are You Attending School?

- No, not attending any school, Yes, attending H.S., Yes, attending Alternate H.S., Yes, attending College, or Technical, or Vocational School, Have HS Diploma / GED

Table with 4 columns: Name and Location of School, Years Attended, Year Graduated, GPA

EXTRACURRICULAR/WORK EXPERIENCE/VOLUNTEER EXPERIENCE (attach additional information)

Table with 5 columns: Month/Year, Name of Org./Business, Voluntary or Paid, Position, Reason for Participating

Please answer ALL questions:

- Do you have access to RELIABLE transportation? Yes No
Are you available for the entire internship time frame – June 11 to July 13, 2018? Yes No
Are you available to work Monday thru Friday from 8:00 AM to 5:00 PM? Yes No
Are you available for a 2-day work readiness class in May/June 2018, before internship begins? Yes No

Please mark your top THREE (3) areas of interest:

- Finance/Banking, Information Technology (IT), Legal/Law, Customer Service, Human Resources, Call Center, Admin/Secretarial, Medical, Manufacturing, Operations, Warehouse, Sales, Engineering

Equal Opportunity Employer / Program

Auxiliary Aids and services are available upon request to individuals with disabilities, please contact 602-262-6776 or City TTY Relay / 602-534-5500 as early as possible to coordinate needed arrangements.



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NAME (last name, first name): \_\_\_\_\_

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Please rate your skills and knowledge (beginner, intermediate, advanced):

Microsoft Word: \_\_\_\_\_

Microsoft Excel: \_\_\_\_\_

Customer Service: \_\_\_\_\_

Microsoft Outlook: \_\_\_\_\_

Researching on Internet: \_\_\_\_\_

Typing: \_\_\_\_\_

**CAREFULLY READ THE FOLLOWING BEFORE SIGNING YOUR NAME:**

I submit this signed form as authorization to apply for the participation in the program. I understand that the completion and submission of this form does not guarantee placement in the program.

I declare that I have examined this form and confirm all of the information is true and correct to the best of my knowledge. I am aware that the information contained on this form is subject to verification, and failure to provide the requested documentation, or any falsified information provided, may result in immediate termination from the program.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian/Responsible Adult Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Required for those under the age 18.)

**ELIGIBILITY DOCUMENTATION CHECKLIST**

If you are selected to participate in the program, you must bring documentation with you to your interview appointment to complete the eligibility process.

**VERY IMPORTANT**

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- Selected applicants will receive a phone call. You must bring all the documentation that applies to you to the orientation appointment. **If you do not, the work site selection process will not proceed and you may lose your ability to participate.**
- Applicant must be available to work entire 5-week program (40 hours per week) from June 11 – July 13, 2018**
- Work sites available in limited locations. Applicant must be able to travel to/from work site regardless of proximity to residence.**
- Must be available to attend 2-day work readiness training prior to start of work.**
- The application must be signed and dated by the applicant, and parent/guardian or responsible adult where applicable.
- Complete all areas. **If the application is NOT completely filled out, it will NOT be accepted.**

**If selected, bring these documents to the interview appointment:**

- State Issued Driver's License or State ID Card
- School ID with Picture, if in high school, vocational or post-secondary education
- U.S. Social Security Card or Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Household Utility Bill to show individual or family residency

**If you do not have the above documents, you must prove Right to Work. Please discuss during the initial phone call when scheduling an appointment.**

Applications will be available on-line at [arizonaatwork.com/phoenix/youth](http://arizonaatwork.com/phoenix/youth) starting mid-March. Print, sign (using blue ink), and scan/email back to [azatwork@phoenix.gov](mailto:azatwork@phoenix.gov), or drop off at:

City of Phoenix – City Hall  
Community and Economic Development Department  
Business and Workforce Development Division  
200 W. Washington Street – 19<sup>th</sup> Floor  
Phoenix, AZ 85003

**Applications are due by 2:00 p.m. on Friday, April 20, 2018 to be considered for the random selection process.**