



KENT COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION

About the program:

The Summer Youth Employment Program (SYEP) is a locally funded initiative sponsored by the Kent County Commissioners that provides Kent County youth ages 15 to 18 with enriching and constructive summer work experiences through placements in the government sectors.

Through SYEP, we strive to provide young people with the opportunity to:

- Earn money and gain meaningful work experience;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
- Gain exposure to various exciting career industries; and,
- Interact with dynamic working professionals in a positive work environment.

Though SYEP is a short-term employment and training program, our goal is to introduce our youth to employment that will positively impact their futures.

Eleven county government departments or offices will each employ interns. Please review information about each of the offices and select which ones you would like to work with on the application form.

The County Commissioners' Office This office is the hub of Kent County Government. It provides staff support to the Board of County Commissioners in their efforts to deliver services that protect and improve the lives of its citizens. An intern will gain knowledge regarding the day to day operations of Kent County Government and learn proper telephone etiquette, customer service and general office practices. Participants are expected to provide clerical support by completing various tasks, for example, sorting incoming mail, recording of daily check register, scanning and indexing documents, entering information into a database. Applicants must be able to attend night meetings. Applicants must be computer proficient in Microsoft Word and Excel. This intern will spend time in this office and in the Office of Emergency Services.

Economic Development is a function of the County Commissioners which is focused on business retention, expansion, and support efforts, and works closely with The Economic Development Advisory Board, other departments, and agencies to focus on activities not currently being addressed or remain inadequate, such as workforce development, internet connectivity, education, housing, transportation, and many other factors, including social issues that have an impact on our economy. The intern will have the opportunity to attend meetings, answer the phone, and reach out to businesses to update the Economic Development business directory, among other general office processes.

The Office of Emergency Services is the coordinating agency for the emergency response for day-to-day emergencies and natural and technological hazards such as fires, floods, hurricanes, and terrorism incidents, and works closely with the Federal Emergency Management Agency and The Maryland Emergency Management Agency, among others. They provide 9-1-1- communications (dispatchers), emergency preparedness planning, and emergency medical services (paramedics) to the citizens of Kent County. An intern in this office will assist in archiving records and will assist the Emergency Preparedness Planner to review and revise county plans, as well as have the opportunity to see emergency operations in a limited capacity. This intern will spend time in this office and in the County Commissioners' Office.

Family & Community Partnerships of Kent County (FCPKC) is Kent County's Local Management Board (LMB). We are dedicated to the health and well-being of our children, the families who raise them, and the communities that support their growth. It is our mission to promote a safe, healthy, and stable environment for all children and families by developing a comprehensive system of education, health, and human services whose effectiveness and responsiveness address their needs. We are looking for an intern who wants to develop great leadership skills! Our intern will be tasked with coming up with a project that would benefit children and youth, and mapping out the steps that need to take place in order to carry out the project. We also expect our intern to act as a resource for interns placed in other departments. Youth may be expected to attend meetings with staff and help with general office duties.

The Office of Finance is responsible for performing the County's financial functions including: financial reporting, budgeting, payroll, property tax billing, water & sewer billing, accounts payable, accounts receivable, fixed assets, investments and borrowing. The summer intern position would be responsible for performing duties such as: scanning, filing, data entry, customer service and other general office duties.

The Human Resources Department is a critical component of employee well-being. Human Resource responsibilities includes payroll, managing employee benefits, hiring, firing, and keeping up to date with state and federal tax laws. The Human Resources Department for Kent County serves all individuals employed with the County Commissioners of Kent County in reference to their personal and individual needs during the course of their employment. Below is a detailed list of the tasks that a qualified intern may have the opportunity to learn while being employed in the Human Resources Department with Kent County:

- Payroll administration, including produce checks, handling taxes, and dealing with sick time and vacation time.
 - Employee benefits, including health, medical and life insurance, MD State Pension and 457(b) plans.
 - HR management, including recruiting, hiring and firing. This also includes background interviews, exit interviews and wage reviews.
 - Risk management, including workers' compensation, dispute resolution, safety inspection, office policies and handbooks.
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The Information Technology Department provides assistance to all County departments and offices in the conduct of their respective business. IT strives to keep current in technology and to provide County-wide data processing and telecommunications direction in an effective and cost efficient manner. Two qualified interns will have the opportunity to learn about desktop support including hardware diagnosis and provisioning as well as basic software configuration.

The Planning, Housing, and Zoning Department serves the present and future inhabitants of Kent County, Maryland by:

- Conducting immediate and long-range planning;
- Providing for the preservation and enhancement of the attractiveness of the county through good design and arrangement and by assuring the provision of adequate public utilities, services and facilities;
- Protecting Kent County's significant natural and historic resources and historic areas against destruction or encroachment;
- Protecting and preserving Kent County's agricultural industry and the prime agricultural soils essential to the conduct of this industry;
- Implementing programs to improve substandard housing and developing new programs to address the need for workforce housing;
- Providing for the development of a light industrial base, and
- Directing development into appropriate locations.

The Department is comprised of the Planning Director, Community Planner, Housing Planner, Chief Enforcement Officer, Enforcement Officer, GIS Specialist, Office Manager, and two Administrative Secretaries. Planning staff provides technical services to the following boards and commissions: the Kent County Planning Commission, Zoning Board of Appeals, Agricultural Advisory Commission, Agricultural Land Preservation Advisory Board, Historic Preservation Commission, Board of Electrical Examiners, Agricultural Resolution Board, Board of Housing Appeals, and Board of Building Appeals.

The Public Works Department consists of four divisions. One intern will rotate throughout the four divisions to learn the administrative basics of what services are provided to county citizens by the Public Works Department and another intern be assigned to the Water & Waste Water Services Division. The Water & Waste Water Services Division provides water and sewer services to the citizens of Kent County. They operate and maintain seven treatment plants and twenty-four wastewater pumping stations. They also operate and maintain miles of water distribution pipes and sewage pipes. The intern in this division must be proficient in Word. The Waste Management, Recycling, & Landings Division is responsible for the overall operation of the county's three drop-off facilities and recycling program, including permitting and all record keeping associated with them. This division also manages the thirty-one public landings, piers, mooring buoys, and bulkheads, which include general maintenance, repair and replacement, maintaining required permits and records, and issuing permits for citizen use of the facilities. The Roads Division is responsible for all aspects of the maintenance of county roads, including patching with tar & chip and cold patching, drainage, vegetation control, road signs, bridges, litter removal, and emergency responses during adverse weather conditions such as snow, ice, hurricanes, and high water. The Buildings and Grounds Division is responsible for the maintenance and upkeep of all county buildings, parks, and athletic facilities. It is supervised by the county engineer, who is responsible for the engineering aspect of county projects or concerns regarding the structural integrity of county facilities, as well as all major purchases which require bids from the public.

The Office of Tourism is responsible for marketing, advertising, media relations, and for developing travel and tourism in the Kent County region of Maryland's Eastern Shore. Striving to safeguard the balance between nature and commerce, tourism not only facilitates diversification of the County's economy, but it also lends itself to the promotion and preservation of its unique heritage and unmatched natural and cultural resources. The Office works closely with the Kent County Tourism Advisory Board and the State Office of Tourism Development in the creation, development and implementation of communication strategies.

Tasks may include:

- Update business database (using businesses licenses, communication with businesses and website information)
 - Update visitor guide and website business and organization information
 - Update Farm & Country Tour brochure information
 - Preparing bulk mailings of brochures
 - Prepare, run postage and deliver mail
 - Assist with answering phone and manning the office
 - Assist with other various office duties
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The State's Attorney's Office is responsible for the prosecution of criminal and juvenile offenses that occur within Kent County. They work closely with law enforcement and other agencies to investigate and prosecute crimes and protect and serve the interests of the citizens of Kent County. Duties of the intern in this office would include assisting staff with various stages of case preparation, updating and moving case files and creating contact lists, picking up and delivering correspondence from legal offices, and other general office clerical duties.

SYEP Application

Kent County Commissioners
400 High Street
Chestertown, Maryland 21620
(410) 778-4595



We consider applications for all positions without regard to age, race, color, religion, marital status, sex, national origin, physical or mental disability, sexual orientation, political affiliation, citizenship status, veteran status, genetic testing, or any other legally protected status. Applicants requiring reasonable accommodation to the application or interview process should promptly notify us.

Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone (Home): () Phone (Cell): ()

Have you ever worked for Kent County Government in any of its departments? YES NO
[] [] Do you have any relatives who are employed by Kent County Government in any of its departments? YES NO
If yes, when? Please specify: [] []

Are you legally eligible to work in the U.S.? YES NO
(Proof of citizenship or immigration status will be required upon hire). [] []

Positions Available

Please choose a first, second, and third choice by putting a 1, 2, and 3 next to your choices

- | | |
|--|---|
| [] Commissioners' Office / Office of Emergency Services (a shared position) | [] Public Works (rotating thru divisions) |
| [] Economic Development | [] Public Works - Water & Waste Water Services |
| [] Family & Community Partnerships | [] State's Attorney's Office |
| [] Finance | [] Tourism |
| [] Human Resources | |
| [] Information Technology | |
| [] Planning, Housing, & Zoning | |

HIGH SCHOOL: _____ Address: _____
Number of years attended: _____

Previous Employment

Company: _____ Phone: ()

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

References

Please list two references who are not related to you.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Additional Information/Skills

Please list any additional information that relates to your ability to perform the job for which you have applied - such as computer skills, licenses, job related skills, equipment or machinery skills, professional memberships, etc.

Youth Agreement:

I _____, understand that this program has been

(Please print name of applicant)

developed to offer youth valuable, paid, work experience. I understand that there are limited slots available, and that I am not guaranteed to work for the Summer Youth Employment Program. I understand that the program will start on June 22, 2015, and end on August 6, 2015, and I will be able to provide consistent time commitment to this program. I also commit to having reliable transportation to get to and from work.

Youth Applicant's Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Consent Form:

I _____, give consent for my child to participant in the

(Please print name of guardian/parent)

2015 Summer Youth Employment Program. As photographs/videos/interviews may be taken/conducted during any of the work related tasks, meeting and/or events, I also give consent for such photographs/videos of and interviews with my child,

_____ to be used for the purpose of advertising and

(Please print name of participant)

reporting about and/or recruiting for the Summer Youth Employment Program. This may include, but not limited to, inclusion on the Kent County website, and/or in newspaper articles.

Parent/Guardian Signature: _____ **Date:** _____

Disclaimer and Signature

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Application for sensitive positions, as defined by the Kent County Commissioners, may require an investigation of my background and I hereby authorize review and full disclosure of all my records as part of this application for such a position. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that the Kent County Commissioners follow an "employment at will" policy, in that I or Kent County may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless it is specifically authorized in writing by an authorized executive of the Kent County Commissioners. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that as part of a conditional offer of employment, I will be required to take a drug screening test.

In the event of employment, I agree to abide by all the rules and regulations of the Kent County Commissioners.

This application for employment will be considered active for 45 days from the date of receipt.

Signature: **(if applying on line, this page must be mailed with original signatures.)**

Date:

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature:

Date:

Kent County Commissioners
400 High Street
Chestertown, Maryland 21620



WE ARE AN EQUAL OPPORTUNITY EMPLOYER