



KENT COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM 2016 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. Seven county government departments or offices will each employ interns. Below is a brief summary about each of the offices participating in the program.

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 and be computer proficient in Microsoft Word and Excel.

The Economic Development Office is a function of the County Commissioners which is focused on business retention, expansion, and support efforts, and works closely with The Economic Development Commission, 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 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 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.

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. A qualified intern will have the opportunity to learn about desktop support including hardware diagnosis and provisioning as well as basic software configuration.

The Public Works Department, 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 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

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

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 []
If yes, when? _____

Do you have any relatives who are employed by Kent County Government in any of its departments? YES [] NO []
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

Mark with an **X** two departments you are interested in. Please note there is no guarantee of placement. Placement will be made depending on your skills and the departmental needs.

- [] Commissioners' Office
- [] Economic Development
- [] Finance
- [] Human Resources
- [] Information Technology
- [] Public Works Dept / Water & Waste Water Services Division
- [] State's Attorney's Office
- [] Tourism

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

Previous Employment (if any)

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 20, 2016, and end on August 4, 2016, 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)

2016 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