

**DC SUMMER YOUTH EMPLOYMENT PROGRAM**  
**PARTICIPANT REQUEST FORM**  
**DUE DATE: APRIL 27, 2012**

**Program Specifics:**

Program Dates: June 25, 2012 to August 3, 2012.

Eligible Candidates: Most DC SYEP candidates have prior work experience, basic administrative skills, and at least a basic level of computer literacy.

Eligible Work Sites: All bureaus within the Washington, DC, metro area are eligible to employ DC SYEP participants. This includes the bureau locations outside of the District boundaries. Since most participants will not have their own transportation, the only requirement is for public transportation to be available to them.

Work Hours and Pay: All wages are paid by the DC government. Participants of the program must be 18 years and older, with exception to supervisors willing to obtain a criminal background check, and may work up to six hours per day or 25 hours per week. Youth participants will be paid \$7.25 an hour. See 'Selection Process' for information on selecting applicants under the age of 18.

Job Description: The Department requests a review of all resumé's for *clerical* positions.

Background Checks: The Office of Security will administer a background check to all potential participants. Interns must pass their background checks in order to be hired by the Department.

Department of Commerce Point of Contact: This coordinator will be the primary point of contact for the Department Coordinator, Sean Crump, (email): [SCrump@doc.gov](mailto:SCrump@doc.gov), (phone): 202-482-1424.

Verifier of Time and Attendance: Each participating bureau/office will be asked to identify a person who will be responsible for approving the participants' time and attendance, if other than supervisor.

Person to Access Applicant Database: Each participating bureau/office will be asked to identify a person who will have access to the SYEP Selection Database, if other than supervisor. The database is designed to provide supervisors with the opportunity to view the profiles and resumes of applicants within the SYEP applicant pool, view applicants who have expressed interest in and applied for your posted job(s), and view applicant contact information to setup and conduct telephone interviews. Each bureau/office point of contact may be provided with access to the applicant database upon request to Sean Crump.

Selection Process: Supervisors may interview and select applicants who they have a strong interest in hiring, or may also request the Department of Employment Services (DOES) to place youth on their behalf. Participants will be placed based upon the criteria specified in your posted job descriptions. Based on experiences with other Department-wide internship programs, it is encouraged that you at least conduct phone interviews with applicants to ensure a good fit. Selections must be at least 18 years old. Exceptions to the age restriction will be allowed for supervisor(s) who are willing to go through the process of obtaining a criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance.

1. Bureau/Host Office: \_\_\_\_\_
2. Bureau/Host Office Work Address: \_\_\_\_\_  
\_\_\_\_\_
3. Number of youth participants requested: \_\_\_\_\_
4. The following individual(s) will serve as the participant's supervisor for the DC SYEP 2012 term:

**Primary**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Secondary (optional)**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

5. Person to access applicant database, if other than supervisor:  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
6. Person verifying participant's time and attendance, if other than supervisor:  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
7. Information on participant's job position:  
Job Title: \_\_\_\_\_  
Working Hours: \_\_\_\_\_  
Summary of duties to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Will there be public transportation available to reach work site? Yes \_\_\_ No \_\_\_  
DC Metro Rail Yes \_\_\_ No \_\_\_ If yes, please list nearest Metro Station: \_\_\_\_\_  
DC Metro Bus Yes \_\_\_ No \_\_\_ If yes, please list nearest Bus Station: \_\_\_\_\_
9. Will the participant's work site be compliant with ADA requirements? Yes \_\_\_ No \_\_\_