

JOB APPLICATION FORM



Neu Life's Youth Work Innovation Center (YWIC) is a paid work experience program where youth gain valuable skills through participating in project-based workgroups and classes.

The application process consists of two steps: the (1) written application and (2) in-person interview. The written application consists of three forms: the (1) registration form, (2) questionnaire and (3) assessment.

After you submit your application, we will review it to see if we'd like to interview you. If chosen, we will call you to set up a time for your in-person interview.

Please bring in a copy of your most recent report card to your interview. Your grades will not influence our decision to hire you; we are interested in learning your strengths and weaknesses in order to assist you in reaching your academic goals.

Part 1: Registration

Youth Information

Full Name					School Name
Date of Birth	Month	Day	Year	Grade	
Home Address	Street			Email	
	City	State	Zip code	Cell Phone	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary <input type="checkbox"/> Transgender <input type="checkbox"/> Intersex <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Let me say: _____			Race/Ethnicity <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Native American <input type="checkbox"/> Let me say: _____		
Does this child have special needs that we should be aware of?			Does this child have allergies? (If so, please list) <input type="checkbox"/> No <input type="checkbox"/> Yes: _____		
How will this child get home from program? <input type="checkbox"/> They will be picked up <input type="checkbox"/> They have permission to take the city bus <input type="checkbox"/> They have permission to walk home alone <input type="checkbox"/> Other: _____			Please identify any individuals who are not permitted to pick up your child: _____ _____ _____ _____		
<p>It is the parent/guardian's responsibility to either pick up their child or give permission for their child to walk home from Neu-Life on the registration form. All youth must be picked up by the end of program time. Program ends at 6:00pm on Mondays, Tuesdays and Wednesdays and 7:00pm on Thursdays when program is in session. If the parent/guardian is going to be late, they must call the Neu-Life office and notify staff (414) 933-3924. If the child is not picked up by 15 minutes after the end of program, this is considered late. If the parent/guardian is late 2 times within a 30 day period, their child may be suspended from Neu-Life. If a child is left for 30 minutes after the end of program time, the child may be dropped off into the custody of the nearest police department. By signing below, I am acknowledging that I understand this policy and procedure regarding pick-up.</p>					

****Attach a copy of report card****

Parent/guardian Information

Full Name		Email
Relationship to Child		Cell Phone

Emergency Contacts

Full Name		Full Name	
Relationship to Child		Relationship to Child	
Cell Phone		Cell Phone	

I give my child permission to attend Neu-Life programs. Neu-Life Community Development will not assume liability for these programs. The signature of the parent/guardian, below releases Neu-Life Community Development and its employees of all liability relative to these programs. I also agree to have my child in any media (pictures, TV, newspaper, website, etc.) that may be a part of Neu-Life activities.

Part 2: Questionnaire

How did you find out about this opportunity?

Have you ever had a job before? If so, please tell us about your experience.

Do you have any art experience (painting, drawing or any other art projects?) If so, please elaborate.

Do you have any gardening or landscaping experience? If so, please elaborate.

At YWIC, youth work on projects and learn skills that are beneficial later on in life. What are three things that you would be interested in learning or projects you'd like to work on. Think outside the box, it can be anything.

Sometimes youth get bored and that's ok! Every workgroup may not be interesting to you, but it will be beneficial. What will you do to stay engaged when what you're learning may not be of your interest?

How do you work with people who distract you from staying focused or can get in the way of getting your job done?

Tell me about a time where you faced a challenge or some conflict. How did you handle it?

At Neu-Life we believe that every youth has some form of leadership qualities. Here, we do our best to highlight those qualities or bring them out of youth who didn't see those qualities within themselves. In what ways are you a leader? If you don't see yourself as a leader, what are some things you need to work on to become one?

What are 3 interesting facts about yourself? (Describe your likes/dislikes, things we might not notice right away, pet peeves, etc.)

How do you like to spend your free time?

Part 3: Assessment

Please answer the following statements using the rating scale and write one sentence explaining your response on the line provided. At YWIC, we value honesty, integrity and accountability - your answers will not affect you getting the job, but *will* test your ability to show integrity, so please be honest.

	Always	Often	Sometimes	Never
I do my homework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I make it to school on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I meet deadlines (turn in projects/homework on time.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I have to be reminded of things (ex. My parents have to remind me to clean my room.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
If my coworkers aren't working/following procedures, I do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I do what I'm supposed to even when others are not.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I do things that need to be done (ex. If I see that the garbage is full, I take it out without being asked.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I avoid fights/altercations to the best of my abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I respect everyone, even if I feel they're not respecting me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I participate in all activities, even if it's something I don't like/have never tried.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
If I find something that doesn't belong to me, I keep it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I am open to opinions/ideas that are different from mine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
I struggle to control the words that I say.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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