

**Lymes' Youth Service Bureau
JOB BANK APPLICATION**

NAME: _____

ADDRESS: _____

PHONE: _____ **Date of Birth:** _____

GRADE IN SCHOOL: _____ **GRADUATING CLASS:** _____

Please list my name in the LYSB Job Bank. I am interested in the following types of work:

- | | |
|--|--|
| <input type="checkbox"/> Babysitting | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Yard work | <input type="checkbox"/> House cleaning |
| <input type="checkbox"/> Mother's Helper | <input type="checkbox"/> Pet Sitting |
| <input type="checkbox"/> Odd jobs | <input type="checkbox"/> Computer work, list skills: _____ |
| <input type="checkbox"/> Other: _____ | |

- | | | |
|---|------------|-----------|
| Have you ever taken a Red Cross First Aid class? | Yes | No |
| Have you ever taken a Red Cross CPR class? | Yes | No |
| Have you taken the LYSB babysitting class? | Yes | No |
| Do you drive? | Yes | No |

Previous Employment: *(please list place of employment & position)*

References *(Name/Address/Phone/relationship) List at least two.*

I have read and understand the LYSB Job Bank Guidelines.

Signed: _____ **Date:** _____

LYSB JOB BANK

Parent Permission Form

Lymes' Youth Service Bureau
P.O. Box 589
59 Lyme Street
Old Lyme, CT 06371
434-7208 phone, 434-1580 fax
www.lysb.org
lymesyouthbureau@sbcglobal.net - email

I give permission for my son/daughter _____ to participate in the Lymes' Youth Service Bureau Job Bank. My child has selected the types of work indicated below, and this meets with my approval. I hereby authorize Lymes' Youth Service Bureau to furnish my son/daughter's name and telephone number _____ to prospective employers. I realize the LYSB is providing employee names as a service and is not recommending employers or employees. I realize that LYSB is not liable for accident or injury that occurs on the job. I understand that the employer has full responsibility for payment and conditions of employment. I have read the LYSB Job Bank Guidelines.

My child has signed up for the following types of work

- | | |
|--|---|
| <input type="checkbox"/> Babysitting | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Yard work | <input type="checkbox"/> House cleaning |
| <input type="checkbox"/> Mother's Helper | <input type="checkbox"/> Pet Sitting |
| <input type="checkbox"/> Odd jobs | <input type="checkbox"/> Computer work |
| <input type="checkbox"/> Other: _____ | |

Parent Signature: _____

Date: _____

LYSB JOB BANK

Guidelines

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The LYSB Job Bank is an employment referral service for middle and high school youth between the ages of 12 and 18 years old. It is designed to help youth acquire job skills, work experience, increase self-confidence, and provide an income.

HOW DOES THE JOB BANK WORK?

- ✓ Any Old Lyme or Lyme young person between the ages of 12 and 18 may submit an application to have their name listed in the Job Bank.
- ✓ Any Old Lyme or Lyme resident may call LYSB to request names of youth to hire.
- ✓ LYSB provides names of youth based on type of job and proximity to the employer. LYSB provides the youth's name, phone number, and approximate age or grade.
- ✓ The employer contacts the youth directly.

SCREENING:

LYSB does not screen employers, or employees. There is no implied approval of the employer. There is no implied recommendation of skills of the employee. It is up to the student and parent to decide if this job and/or employer is appropriate for their child. It is up to the employer to interview and check references. Employers may ask to speak with the parent to determine whether the youth is capable of the job.

CONDITIONS OF THE JOB:

Employment requests consist primarily of temporary and part time work in the homes of area residents. Wages, hours, transportation, and any equipment needed must be agreed upon by the employer and the youth, before beginning the job.

JOB BANK REPORTS:

We encourage employers to call us with reports, both positive and negative. We also encourage youth to contact us to give feedback about their employment experiences.

HOW DO I RESIGN FROM THE JOB BANK?

When a youth graduates from High School, they are automatically removed from the Job Bank. If a youth wishes to resign earlier or continue past High School, they must call LYSB at 434-7208 to update their status.