



## Summer Youth Employment Program 2024 Application Packet

Garten Services, Inc has been providing a Summer Youth Employment Program since 2003. This 6-week, paid program is a great way for students in the Marion, Polk, and Yamhill counties to gain a real world look at community job expectation and help identify strengths and areas for growth, as well as an opportunity to gain meaningful work experience!

The criteria to participate in Garten's Summer Youth Employment Program are:

- Willingness and ability to commit to the full 6-week program
- Ability to get to and from work location
- Ability to meet the needs of the host site (with or without reasonable accommodations)
- Must provide ALL relevant and applicable Employment and Support Documentation including:
  - Picture ID and Social Security Card/Birth Certificate or Passport
  - Individualized Education Plan (Document of Disability)
  - Positive Behavior Support Plan (if applicable)
  - Other relevant or applicable documentation to assist us in providing the best support possible

Any questions or concerns about the above criteria, please contact us to discuss.

This Application and the Individualized Education Plan or other Document of Disability are due no later than **Friday, April 27, 2024**. Please drop off at 3995 Fairview Industrial Dr SE, Salem, OR 97309, mail to PO Box 13970, Salem, OR 97309, or email to [SYEP@garten.org](mailto:SYEP@garten.org).

4/26/24	Applications and Documentation of Disability are due!
5/6-5/17/24	Youth interviews conducted at Garten's South office
5/20-5/24/24	Acceptance, Waitlist, or Denial letters sent out via email or mail to ALL applicants
5/27-6/7/24	Employment and Support Documentation due to Garten: Applicants may turn in paperwork via email or make an appointment to deliver in person.
6/7/24	Parent and Provider Q&A night! 6-7:30pm at Garten's Hawthorne office – 500 Hawthorne Ave SE, Salem, OR. Please RSVP to <a href="mailto:SYEP@garten.org">SYEP@garten.org</a> by 6/3/24
6/26/24	Kick-Off Party! 6-7:30pm at Garten's Hawthorne office – 500 Hawthorne Ave SE, Salem, OR. Please RSVP to <a href="mailto:SYEP@garten.org">SYEP@garten.org</a> by 6/21/24
7/8/24	First day of work!

Thank you for your interest and application! We look forward to reviewing!

Garten Services is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, marital status, national origin, disability or veteran status.



## APPLICATION TO GARTEN'S SUMMER YOUTH EMPLOYMENT PROGRAM

*We Are a Drug Free Workplace.*

Current School Name: \_\_\_\_\_

School Contact Name: \_\_\_\_\_

School Contact #: \_\_\_\_\_

School Contact Email: \_\_\_\_\_

Do you have the legal right to work in the United States?  Yes  No

Personal Information			
First Name	Middle Initial	Last Name	
Preferred Name		Pronouns	
Street Address / Mailing Address		City	State Zip
Phone Number		Other Phone Number (if applicable)	
What is the best way to get in contact with you? (Check One)			
<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other _____			
Are you your own guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please provide your guardian's information.			
<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other: _____			
First Name	Last Name	Phone (If Different)	
Street Address/Mailing Address (If Different)		City	State Zip
Emergency Contact Name		Phone Number	

*Garten supports people with disabilities in their effort to contribute to the community through vocational and retirement activities, increasing society's awareness of human potential.*





<b>Service Funding:</b> Do you receive any of the following supports? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
<input type="checkbox"/> Polk County <input type="checkbox"/> Marion County  <b>OR</b> <input type="checkbox"/> Brokerage Agency: _____	<b>Vocational Rehabilitation</b> Which Office?
Service Coordinator <b>OR</b> Personal Agent's Name	VR Counselor's Name
Contact Information	Contact Information

**Special Skills, Qualifications and Considerations:**

Do you read    Yes    No                      Do you write?    Yes    No

List special skills and qualifications, volunteer activities, military experience, employment or other activities which may relate to the program for which you are applying:

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List all strengths that you have which may relate to the program:

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List any machine or equipment that you are qualified and experienced at operating which may relate to the program

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We strongly encourage interns to commute independently. How you plan on getting to and from work every day?

Do you require any accommodations to work independently?

Why are you interested in the Summer Youth Employment Program?

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WORK RECORD - BEGIN WITH THE MOST RECENT WORK EXPERIENCE.  
INCLUDE ANY PERIODS OF VOLUNTEER SERVICE.

1 Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Kind of Business \_\_\_\_\_ Your Job Title \_\_\_\_\_  
 Your Immediate Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_  
 Your Job Duties \_\_\_\_\_  
 What did you like about this job? \_\_\_\_\_  
 Reason for Leaving? \_\_\_\_\_

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2 Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Kind of Business \_\_\_\_\_ Your Job Title \_\_\_\_\_  
 Your Immediate Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_  
 Your Job Duties \_\_\_\_\_  
 What did you like about this job? \_\_\_\_\_  
 Reason for Leaving? \_\_\_\_\_

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3 Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Kind of Business \_\_\_\_\_ Your Job Title \_\_\_\_\_  
 Your Immediate Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_  
 Your Job Duties \_\_\_\_\_  
 What did you like about this job? \_\_\_\_\_  
 Reason for Leaving? \_\_\_\_\_

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Some jobs at this company may not be held by persons convicted of certain crimes. The mere existence of a criminal record is not an automatic bar to employment with this company.

Have you been convicted of a felony?  Yes  No

If yes, please describe: \_\_\_\_\_

**Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing.**

- I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations having personal knowledge about me to give you any and all information and records regarding my employment, education, character and qualifications. I release from liability and hold harmless all persons and organizations supplying this information to Garten Services and/or its agents.  Yes  No
- I understand that Garten Services is a Drug Free Workplace and that my employment is subject to the satisfactory results of a mandatory chemical screen test and any other pre-employment examination required by Garten. I agree to conform to all rules and regulations of Garten as they presently exist or are later modified.  Yes  No
- I understand that my employment at Garten Services is offered "at will" and is of indefinite duration and that my employment can be terminated, at the discretion of Garten Services or at my option, without notice, at any time.  Yes  No
- I understand that no representative of Garten Services has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment. No agreement to the contrary will be recognized by Garten unless such agreement is in writing and signed by the Executive Director.  Yes  No
- I understand that interviews are given on a competitive basis, using job-related factors after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.  Yes  No

**I have read, understand and agree with the above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature (If Applicable)

\_\_\_\_\_  
Date

*This application is valid for only sixty (60) days from the date I signed. If I want to be considered for Training Program openings more than sixty (60) days from date signed, I will submit a new application.*  
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## Rubric for Student Employment Readiness

Teachers: Please fill out to the best of your ability.

	Skill Not Met	Needs Improvement	Meets Expectations	Exceeds Expectations	Mastered Skill
Work Ethic and Initiative	1	2	3	4	5

Consistently needs prompts to start a job task. Requires encouragement to work site expectations	Occasionally needs prompts to start a job task and encouragement to follow work site expectations.	Sometimes needs prompts to start a job task and encouragement to follow work site expectations.	Rarely needs prompts to start a job task and encouragement to follow worksite expectations.	Consistently starts job tasks independently. Consistently follows worksite expectations.
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Focus	1	2	3	4	5
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Consistently needs prompts to focus on a job task, can be distracted easily.	Occasionally needs prompts to focus on a job task. Occasionally distracted.	Sometimes needs prompts to focus on a job task. Sometimes distracted.	Rarely needs prompts to focus on job tasks. Rarely distracted.	Consistently focused on job tasks. Is not distracted easily.
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Professionalism	1	2	3	4	5
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Consistently needs encouragement to have a positive mental attitude at work.	Occasionally needs encouragement to have a positive mental attitude at work.	Sometimes needs encouragement to have a positive mental attitude at work.	Rarely needs encouragement to have a positive mental attitude at work.	Consistently has a positive mental attitude at work without encouragement.
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Personal Appearance	1	2	3	4	5
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Consistently needs prompts to follow hygiene expectations and worksite dress codes.	Occasionally needs prompts to follow hygiene expectations and worksite dress codes.	Sometimes needs prompts to follow hygiene expectations and worksite dress codes.	Rarely needs prompts to follow hygiene expectations and worksite dress codes.	Consistently follows follow hygiene expectations and worksite dress code independently.
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Quality of Work	1	2	3	4	5
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Consistently needs prompts to correct frequent mistakes. Identifies errors with prompting	Occasionally needs prompts to correct mistakes. Identifies errors with occasional prompting	Sometimes needs prompts to correct mistakes. Identifies errors with occasional prompting.	Rarely needs prompts to correct mistakes. Can identify errors with minimal prompting.	Accurate with very few to no mistakes. Is able to identify errors independently.
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Quantity of Work	1	2	3	4	5
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Consistently needs support to complete job tasks.	Occasionally needs support to complete job tasks.	Sometimes needs support to complete job tasks.	Rarely needs support to complete job tasks.	Is able to complete job tasks independently
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Independence	1	2	3	4	5
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Consistently needs support to follow assigned work schedule.	Occasionally needs support to follow assigned work schedule.	Sometimes needs support to follow assigned work schedule.	Rarely needs support to follow assigned work schedule.	Is able to follow assigned work schedule independently.
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Safety	1	2	3	4	5
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Consistently needs prompts to follow worksite safety and sanitation expectations.	Occasionally needs prompts to follow worksite safety and sanitation expectations.	Sometimes needs prompts to follow worksite safety and sanitation expectations.	Rarely needs prompts to follow worksite safety and sanitation expectations.	Is able to follow worksite safety and sanitation expectations independently.
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## COMMENTS:


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## TEACHER RECOMMENDATION (OPTIONAL)

What are some strengths that this student has?

What are some supports that have been successful for this student?

What are some skills that this student can work on?

Has this student completed a work experience before? If so, where?

Teacher  
Name: \_\_\_\_\_

E-Mail  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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