

Worksite Request Form
STEPS PROGRAM

HELP AT NO COST TO YOU

The Fresno Regional Workforce Development Board (FRWDB) strives daily to develop a quality youth program that prepares Fresno County youth for tomorrow's workforce. Our goal is to establish interest in a variety of occupations. The FRWDB Youth Program has funding to provide 100 youth with disabilities in a work experience that is designed to promote the development of good work habits, basic work skills, soft skills and job retention for the next generation of workforce. FRWDB is committed to supporting the payroll, taxes and all appropriate costs to each candidate.

This project will prepare young adults for careers including; administrative, logistics, construction/trades, automotive, technology and maintenance. Progress will be monitored to ensure youth candidates are gaining experience in different careers through contextualized learning and undertaking hands-on projects by working closely with professional employees. Upon program completion, youth will have a clear understanding of the career path/occupation they have chosen and will be able to make informed decisions about their future training and job options.

Before placement on a worksite, each participant must successfully complete a 40 hour Work Readiness Workshop designed to teach soft skills, effective work habits and worksite behaviors such as attendance, punctuality, appearance, communication and team work skills.

Approved candidates will be matched with a designated staff/mentor to supervise youth for 180-200 hours of work experience. Youth are enthusiastic about earning a paycheck and learning what it takes to succeed in the work world, while developing skills and building a resume. As a worksite, you agree to:

- Clearly define expectations and consistently hold the youth to those standards;
- Assign challenging tasks to help youth develop skills and confidence; and
- Provide adequate supervision and frequent feedback to assure that tasks are completed correctly.

The Foundation for California Community Colleges, as Employer of Record, will pay all payroll expenses and provide workers compensation coverage.

We are looking for partners to offer work opportunities to our diverse youth population. If you are interested in hosting youth in your department, please email your request form to jlorance@workforce-connection.com.

FRWDB Worksite Request Form

Employer Name:					Worksite Name:								
Employer address:					Address where Work Experience will take place Same as Employer Address (Leave Blank)								
Contact Person					Supervisor responsible for day-to-day supervision								
Name					Name								
Title					Title								
Phone					Phone								
Email					Email								
WORK SCHEDULE: Must work a minimum of 20 hours per week. Youth may NOT work, and will NOT be paid for more than 8 hours per day or 40 hours per week. Work schedule: Youth may work <i>any</i> of the following days and times:													
Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Which age do you PREFER working with:													
Ages 16, 17 and 18?				19 years and older?				No preference, flexible					
YOUTH JOB TITLE:													
Number of Youth requested: _____ Goal: to place one youth per worksite supervisor to mentor an entry level youth and provide a supervised, safe and meaningful work experience.													
Primary Tasks / Job Duties (Mandatory). Clearly describe the work the youth(s) will be performing.													
1.													
2.													
3.													
4.													
Briefly describe what job qualifications and skills you expect. (Keep in mind, participants have little prior work experience):													
Describe your expectations for employee dress, i.e. dress slacks or dress shirts, etc.:													
Describe any special clothing or equipment needed, i.e., uniforms, boots, safety glasses:													
List any equipment, tools, machinery and/or chemicals the youth will use, i.e. lawn mower, gardening tools, copier, mops, brooms, etc.:													
Do you require YOUR employees to take a drug test or background check?					YES		NO						
If yes, will you require a drug test or background check of youth participants?					YES		NO						