**CITY OF LITLE ROCK/SUMMER JOBS ALLIANCE/NEW FUTURES FOR YOUTH**

**EMPLOYER/WORKSITE INFORMATION FOR SUMMER JOBS 2004**

**Agency Name:** _____

**Department Name:** _____ **Director's Name:** _____

**Little Rock Worksite Address:** _____

**Telephone:** _____ **Fax:** _____

**E-Mail Address:** _____ **Total Current Employees**_____

**Site Reviewed by:** _____ **Date** _____

## COMPLETE THE FOLLOWING SECTION FOR EACH DIFFERENT JOB

**Immediate Supervisor:** _____ **Title** _____

**Mailing Address:** _____

**Telephone:** _____ **Fax:** _____

**E-mail Address:** _____**#Summer Youth**_____

**List each position:** _____ _____

_____ _____

**Complete a separate form for each job/job type; and attach a job description for each job/job type. Please complete and return no later than April 15, 2004.**

**Hours of Work:** _____ **Days of the Week (e.g., M-F):**_____

**If work is performed outside, in the event of inclement weather, what is your alternative work plans?**
**(Explain on separate sheet.)**

**Is there an age requirement? _____Yes _____No. For all positions? _____Yes _____No**

**Are there special skills required? (e.g., typing, computer skills, etc., please list.) Attach also a job description.**

_____

_____

**Person authorized to sign time sheets:** _____
**(Include phone number if different from Immediate Supervisor.)**

**Policy re: Rest Breaks** _____ **Lunch Breaks** _____

**Salary:** _____ **Pay periods:** _____

**WORKERS COMPENSATION COVERAGE PROVIDED FOR ALL YOUTH EMPLOYED BY THE CITY OF LITTLE ROCK.**

***Return to Barbara Osborne, Community Programs; or, Wayne Burt, New Futures for Youth. If you have questions, or need more information, please contact Barbara or Wayne.***

**City of Little Rock**
**Department of Community Programs**
**500 W. Markham, Suite 220W**
**Little Rock, AR 72201**
**Barbara Osborne (371-4481); Fax: 399-3425; or**

**Summer Jobs Alliance/New Futures for Youth**
**C/O Wayne Burt**
**103 East 7th Street, Suite 931**
**Little Rock, AR 72201**
**Wayne Burt – 374-1011; Fax: 374-9736**