



SUMMER YOUTH TRAINING AND EMPLOYMENT PROGRAM

Thank you for your interest in KIC's Summer Youth Training and Employment Program (SYTEP)! We are excited you have decided to apply and we hope to work with you on your current and future employment and training goals. SYTEP is not just an employment program. SYTEP also helps prepare our tribal youth to enter the workforce with positive work habits employers expect.

To be eligible to participate in SYTEP you must: reside in KIC service area and be 14-18 as long as 18-year-olds graduated in the current year or are still in high school, or be 14-21 and have a disability, an IEP, or a 504 plan; and have not participated in SYTEP 2 or more times in the past, including unsuccessful completion of the program. KIC members will be given priority placement into the program, and should provide a tribal enrollment card.

Eligibility Quiz

To determine if you are eligible to apply for SYTEP, please answer the following statements:

- 1. True False I am between the ages of 14-21
- 2. True False N/A If I am 18, I graduated in 2017 or I am still in high school
- 3. True False I am between the ages of 14-21 and have an IEP or 504 plan
- 4. True False I have not participated in SYTEP 2 or more times in the past

If you answer false to any of the above statements, you are not eligible to participate in SYTEP. Residents of the Organized Village of Saxman may be eligible for summer youth employment opportunities through Central Council of Tlingit and Haida Tribes of Alaska. For more information, their main number is (907) 586-1432.

If you answer true to all of the above statements, you may continue with the application process for SYTEP.

Application Process

- Complete application and make copies of **all** required documents (listed on page four of the application).
- Turn in completed application and copies of documents to the receptionist at 615 Stedman Street **IN PERSON** by **June 11th, 2018 by 5pm.**
Please note: incomplete applications, applications without all required documents, and late applications will not be accepted or considered.

Information page: Please keep for your records.

Ketchikan Indian Community

Summer Youth Training and Employment Program Application

Personal Information				
Last name	First	Middle Initial	Date of Birth	
Street Address		Mailing Address		
City	State	Zip Code	Social Security Number	
Home Telephone	Mobile Phone	Tribal Enrollment Number		
Email Address				
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Education				
	Name and Location of School	Course of Study	Years Completed	Degree or Diploma
Junior High School				
High School				
Employment				
Please give accurate, complete full-time and part-time employment record. Start with your most recent employer.				
<input type="checkbox"/> I do not have work experience – Please include any volunteer experience				
1				
Job Title	Company	Telephone		
		Employed (Month/Year)		
Address		From _____	To _____	
		Rate of Pay		
		Start _____	End _____	
Name of Supervisor				
Describe your work above:		Describe your reason for leaving above:		

Ketchikan Indian Community

Summer Youth Training and Employment Program Application

2		
Job Title	Company	Telephone
Employed (Month/Year)		
Address	From _____	To _____
	Rate of Pay	
	Start _____	End _____
Name of Supervisor		
Describe your work above:		Describe your reason for leaving above:

3		
Job Title	Company	Telephone
Employed (Month/Year)		
Address	From _____	To _____
	Rate of Pay	
	Start _____	End _____
Name of Supervisor		
Describe your work above:		Describe your reason for leaving above:

Do you have any relatives working at KIC? Yes No

If yes, please list them here:

Name:	Relationship:

List 3 references who are familiar with your job-related abilities. List personal or professional references (past employers, teachers, pastors, mentors, etc. are acceptable).

Name:	Phone Number:	Years Known:

Ketchikan Indian Community

Summer Youth Training and Employment Program Application

Special requests or concerns regarding summer employment. Please indicate if you will require any absences for summer vacations etc. and the tentative dates of absences.

I hereby certify that the information I have entered into this application for employment is true and complete to the best of my knowledge.

I understand that if I deliberately conceal or enter false information that my application may be rejected, my name be removed from the list of eligible candidates, or that I may be terminated from any position I obtain using false information.

I agree that Ketchikan Indian Community may contact former employers or other persons who know me for more information as may be needed. My signature releases any former employers, school officials, etc., to give KIC any information which would assist me in obtaining employment with Ketchikan Indian Community.

Applicant's printed name

Applicant's signature

Date

Parent/guardian printed name

Parent/guardian signature

Date

Checklist and Required Documentation

- Ketchikan Indian Community tribal enrollment verification
- Social Security card
- Government-issued photo identification
- SYTEP employment survey (last page of this application)

Completed applications and **ALL required documents must be submitted **IN PERSON** to:**

Ketchikan Indian Community
615 Stedman Street
Ketchikan, AK 99901
Phone: (907) 228-9365

Incomplete applications will NOT be accepted or considered

Application deadline for summer 2018 is June 11th by 5pm

NO EXCEPTIONS

Ketchikan Indian Community

Summer Youth Training and Employment Program Application

Employment Survey

Name: _____

Reason for seeking summer employment (check all that apply):

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Make money | <input type="checkbox"/> Help with family expenses | <input type="checkbox"/> Explore career options |
| <input type="checkbox"/> Save money | <input type="checkbox"/> Gain experience | <input type="checkbox"/> Other: _____ |

My skills/talents (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Following directions | <input type="checkbox"/> Designing |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Solving problems | <input type="checkbox"/> Presenting ideas |
| <input type="checkbox"/> Working with my hands | <input type="checkbox"/> Quick learner | <input type="checkbox"/> Physical agility/strength |
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Self-motivated | <input type="checkbox"/> Meet deadlines |
| <input type="checkbox"/> Good with computers | <input type="checkbox"/> Responsible | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Working independently | <input type="checkbox"/> Public speaking | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Working in groups | <input type="checkbox"/> Influencing others | <input type="checkbox"/> Inventive |
| <input type="checkbox"/> Working with the public | <input type="checkbox"/> Planning | <input type="checkbox"/> Writing |

Areas of interest (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Retail | <input type="checkbox"/> Culinary |
| <input type="checkbox"/> Office support | <input type="checkbox"/> Tourism | <input type="checkbox"/> Other: (please list) |
| <input type="checkbox"/> Education/youth | <input type="checkbox"/> Medical field | _____ |
| <input type="checkbox"/> Computers/technology | <input type="checkbox"/> Entrepreneur | _____ |
| <input type="checkbox"/> Professional internships | <input type="checkbox"/> Public safety | _____ |