



# HIRE-A-TEEN PROGRAM

Montville Youth Service Bureau  
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## Guidelines

The Hire-A-Teen Program is an employment referral service for middle and high school students between the ages of 12 – 17 years old. It is designed to help youth acquire job skills, work experience, and an income.

### **How Does Hire-A-Teen Work?**

Employment requests consist primarily of temporary and part-time jobs at the homes of area residents. When a job becomes available, applicant's names are chosen according to their job interests. The employer then contacts the youth directly. Youth must be sure to notify their parents / guardians of this and stress the importance of receiving any messages left by the employers.

### **Conditions Of The Job:**

Wages, hours, transportation, and any equipment needed must be decided on upon by the youth and the employer before you begin the job.

### **Job Bank Reports:**

We encourage employers to call us with job bank reports, both positive and negative. Everyone's reports are taken seriously and will be used to continually revise and improve our Hire-A-Teen services.

### **How Do Youth Join The Hire-A-Teen Program?**

1. Youth must first fill out the Hire-A-Teen Program application.
2. Youth must then have their parent / guardian fill out the permission / liability sheet.
3. Return both of the above mentioned in person.

4. When returning the application and permission / liability forms:
  - a. Bring any questions concerning the Hire-A-Teen Program
  - b. Be prepared to discuss their application, interests, skills, and past job experiences with the coordinator.

### **How Do I Resign From The Hire-A-Teen Program?**

Once a youth turns 18 years old, they are automatically removed from the job bank. If a youth wishes to resign before they turn 18 years old, they would need to contact any of the staff and inform them of their resignation.

### **Periodic Application Updates:**

Periodically, Montville Youth Service Bureau will send a new application and permission / liability form to each member of the Hire-A-Teen Program. These need to be filled out and promptly returned to Youth Services. This constantly keeps the job bank up to date. If a youth fails to return their updated application, it will be assumed that they will not be continuing with the program.

Please contact the Hire-A-Teen coordinator with any further questions or concerns at the above number.