

Horseheads Youth Bureau Youth Employment Service

Youth Employment Service, or Y.E.S., is a **FREE** job referral service established to match Horseheads and Elmira Heights youth with available jobs in the private sector and odd jobs in residents' homes and local businesses.

WHOM DO WE SERVE?

- Any Town of Horseheads youth age 14 - 21 years seeking employment (including Elmira Heights and Horseheads School District students)
- Any Town of Horseheads resident in need of youth for odd jobs
- Any Town of Horseheads private sector employer in need of employees (temporary, seasonal, part - time permanent or full - time summer)



SERVICES AVAILABLE

- Information on obtaining Social Security number and Working Papers
- Explanation of youth labor laws
- Individual job preparation
- Job referral
- Babysitting course
- Referral to/from community agencies as needed

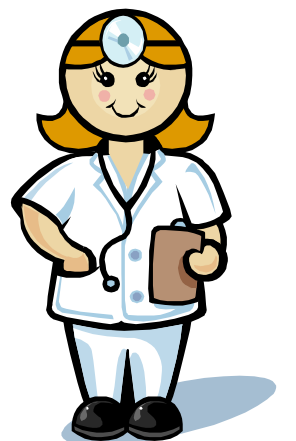


REGISTERING WITH Y.E.S.

- Keep all information current --- Notify Y.E.S. Coordinator of any changes (address, phone number, age, etc.).
- Follow-up on all job referrals within 24 hours. If you choose not to apply for a job, let the Y.E.S. Coordinator know.
- Let the Y.E.S. Coordinator know whether you are HIRED or NOT.
- You are responsible to report all wages earned by the third Wednesday of each month to the Y.E.S. Coordinator.
- Registrants must have a Social Security Card and Working Papers before they can be referred to jobs.
- Minimum wage as of December 31, 2013 is \$8.00/hr.

NOTE: 14 and 15 year old registrants ---Y.E.S. is limited by the youth labor laws as to positions we may refer you to: generally odd jobs, lawn work, etc. Calls from Y.E.S. may be limited, but it does not mean we forgot about you! We attempt to match you to positions near your home. Although these may be one-time jobs, remember, you are creating a reputation for yourself and gaining references!

Keep an open eye for any sales that the Horseheads Youth Bureau does! The Horseheads Youth Bureau gives youth an opportunity to earn some extra money through different sales (i.e. candy sale or the wreath sale)! If you are interested, call the Horseheads Youth Bureau and have your name placed on a list so that you can be notified when we are going to have a sale!



If you have any questions regarding Y.E.S. feel free to call Holly Baumgardner at the Horseheads Youth Bureau at (607)-739-3517.