

Trinity Baptist Church
Summer Youth Employment Program (SYEP)

Dear SYEP Candidate,

Trinity Baptist Church's 2011 Summer Youth Employment Program will begin in June 1, 2011 in Trinity Baptist Church's J.L. Caston Fellowship Center at 6:30 pm. If you are interested in employment, please complete the application and **documents** to your application and return to the Church office on or before May 21, 2011.

The completed application must have the following **documents** attached:

If you will be under 18 years old on July 1, 2011

Work Permit (valid for July 1, 2011 to August 31, 2011)

SYEP Parent/Guardian Release/Permission

SYEP Parent/Guardian Publicity Authorization & Release

Copy of your **Birth Certificate**

Copy of **Social Security Card** (or legal document displaying SS#)

School **Report Card/Grade Report** (the latest)

Verification of a **Savings Account**

We look forward to having you become part of Trinity's Summer Youth Employment Program. See you June 1, 2011.

Sincerely,

Dr. Rhoushelle V. Bozeman
Chairperson

Deacon Solomon Jones
Co-Chairperson

*Summer Youth
Employment
Program*



Trinity Baptist Church
Rev. Alvin Tunstill Jr., Pastor
Dr. Rhoushelle Bozeman
Chairperson

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**SUMMER 2011 PROGRAM
SCHEDULE**

Application Period
May 1 – May 21

Work Preparedness Series
June 7 - June 28 (every Tuesday)

Interviews – Job Placement
June 21 – 30

Dedication (Sunday)
July 3

Work Experience
July 5 - August 26

Special Awards (Sunday)
TBD

For additional information, please contact Rev.
Alvin Tunstill, Jr., or Dr. Rhoushelle Bozeman,
the 2011 SYEP Chairperson



The Summer Youth Program

In 1998 Pastor Alvin Tunstill, Jr. initiated Trinity Baptist Church's Summer Youth Employment

Program. The Summer Youth Employment Program (SYEP) of Trinity Baptist Church is a comprehensive employment internship program. This program provides paid work experience (internships) for young people in entry-level positions in the fields of banking and finance, information technology and telecommunications, local government, transportation and utilities during the summer months.

Interns will work at the company locations Monday through Thursday. Interns will be paid for 28 hours per week (seven-hour workdays), with one unpaid ½ hour or hour for lunch (according to company policy).

Interns are required to attend a two (2) hour Character and Career Conference each Friday, from 10:00 a.m. to 12:00 p.m., at Trinity Baptist Church (or at other locations). Interns will be paid \$8.50 or \$8.00 per hour, depending on the age. They will be paid only for hours worked. There will be no paid holidays, vacation, or sick time. The employer will pay for breaks, however, lunchtime is unpaid.

Companies may, and are encouraged to, match each job funded by Trinity with an additional job funded by the employee, or the company can pay the employee directly. If the company chooses to pay the intern directly the check should be given to the Intern. All other paychecks will be issued to the interns bi-weekly.

Interns in the program

1. Eligible youth must be active members of the church and/or live in the greater Jefferson Park community.
2. Youth must be currently attending school in good standing.
3. High school students (entering their sophomore year) through college students completing their senior year may apply, ages 15 – 22 years.
4. Interns will be allowed to work a maximum of 4 (four) years on the program. After the fourth year, they should apply for jobs in the work force using the skills they received from the Summer Youth Employment Program.

Work Preparedness Series

All applicants are required to attend the Trinity Work Preparedness Series to assure that they are equipped to handle the responsibility of working. The series includes seminars and workshops covering:

- **Perspective Interns and Parents Orientation**
- **Personal Communication**
- **Job Interview Skills**
- **Attitude and Hygiene**
- **Dress for Success**
- **Resume Writing**

- **Cultural Diversity**
- **Self Esteem**
- **Conflict Resolution**

Upon completion of this series, applicants will be interviewed by a panel of church members, educators, and selected peers who will choose program participants based on the following criterion:

- **Oral interviews**
- **Written answers to questions presented**
- **Community involvement**
- **Student potential to succeed**

Character and Career Conferences

Career Awareness and Counseling, Goal Setting, Personal Finances and Budgeting as well as Volunteerism and Philanthropy are among the topics that will be covered by guest speakers, discussion groups and panels. In addition, interns will write essays on the company they work for in their summer position.

Mentors

Interns will be assigned an adult member of the SYEP Committee who will serve as a mentor during the program. The mentors will visit the company to meet the intern's supervisor, provide personal counseling, and work coaching to the intern. Mentors will also evaluate the job environment on behalf of Trinity and the intern.

TRINITY BAPTIST CHURCH

Summer Youth Employment Program

2040 West Jefferson Boulevard-Los Angeles, CA 90018

Telephone: (323) 735-0044

Fax: (323) 735-0219

Rev. Alvin Tunstill, Jr., Pastor

APPLICATION

Date _____ SSN _____

Name _____
Last First M.I.

Address _____

City _____ Zip Code _____

Home phone _____ Cell Phone: _____

Text Capable Yes/No

Email Address _____ Birth date _____ Age _____

Do you have a current work permit? (required if under 18 yrs) Yes ___ No ___

Work permit **must** be attached to application

Have you been employed by the Summer Youth Employment Program before? Yes ___ No ___

If so where? _____

If so what year(s)? _____

Do you have a bank account? Yes ___ No ___ Bank name _____

Do you have a driver's license? Yes ___ No ___

Do you have an automobile? Yes ___ No ___

Have you ever been charged with a felony? Yes ___ No ___

Do you like working with children? Y N Animals? Y N

In Case of Emergency, please contact:

Name _____ Relationship _____

Address _____

City _____ Telephone () _____

Career Goal(s)/Major in College _____

What school subjects do you like most? _____

In which subjects do you need assistance? _____

What are your hobbies/interests _____

Check if you are interested in clerical (office work) ___ working outdoors ___ working w/ children ___ working w/animals ___ other (specify) _____

Please list membership in any group/organizations _____

Are you a member of Trinity Baptist Church? Yes ___ No ___

Rev'10

For Office Use Only
Work Permit ___ Proof of Birth ___ Report Card ___ SSN ___ Bank Acct ___



Trinity Baptist Church
Summer Youth Employment Program
Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Trinity Baptist Church requests your permission to reproduce through printed, audio, visual or electronic means activities in which your teen has participated in his/her workforce training program. Your participation will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of the summer youth employment program through the use of mass media, displays, brochures, websites, etc.

1. Name of intern (Please Print)

2. Birth date (Please Print)

3. Name of Parent (Please Print)

- a. I, as parent/guardian, of the above named intern fully authorize and grant the Trinity Baptist Church and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness and/or voice of the above named intern on audio, video, film, slide, or any other electronic and printed formats, currently or later developed, (known as "recordings"), for the purposes stated or related to above.
- b. I understand and agree that such Recordings will be without any compensation to the student or the student's parent/guardian.
- c. I understand and agree that the Trinity Baptist Church and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Trinity Baptist Church and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related above.
- e. I hereby release and hold harmless the Trinity Baptist Church and/or its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees brought by the intern and/or parent/guardian which relate to or rise out of any use of the Recordings as specified above.

My signature below shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

Granting permission is voluntary. Please return completed form to Trinity Baptist Church office.