

**ULSTER COUNTY OFFICE OF EMPLOYMENT & TRAINING  
SUMMER YOUTH EMPLOYMENT PROGRAM  
535 Boices Lane, KINGSTON, NY 12401  
845-340-3170**

**WORKSITE REQUEST FORM**

Organization/Agency \_\_\_\_\_

Physical Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Agency:  Nonprofit  For Profit/Private  Education/Gov't

Number of youth this worksite could provide meaningful and structured work experience for and give proper supervision to: \_\_\_\_\_

Estimated number of hours of work available per youth per week: \_\_\_\_\_

Minimum age of youth required: \_\_\_\_\_ (The program will do what it can to honor this request, but there is no guarantee as historically the majority of youth served are aged 14-17.)

Please provide a brief description of the types of jobs and related duties that you have for youth (use additional paper if necessary)

**Job Title**

**Duties**

Job Title	Duties
_____	_____
_____	_____
_____	_____

Is this agency handicapped accessible?  YES  NO  
(This will not affect possible placement of participants at the agency)

Will youth need to travel off-site as part of their job duties?  YES  NO

**Mail completed Worksite Request Form to 535 Boices Lane, Kingston, NY 12401  
or fax to: 845-340-3165 or e-mail to Janet Rigaux at [jrig@co.ulster.ny.us](mailto:jrig@co.ulster.ny.us)**

Rev: 3/2018

As mentioned in the cover letter, below are the dates of our Worksite Orientation Sessions. Again these sessions are only ***mandatory for new worksites and supervisors***. Please have ***all*** new supervising staff specify which session he or she will be able to attend. Supervising staff from the same agency do not have to attend the same session. Failure to attend one of these orientations if you are a new worksite will forfeit your participation in the Summer Youth Employment Program.

**Date: 5/3/18 Time: 10 am**  Name of supervisor attending & title:

**Date: 5/10/18 Time: 2 pm**  Name of supervisor attending & title:

Exempt from orientation due to being a **2015, 2016, or 2017** Worksite

Name of supervisor & title:

All orientations will be held at the Ulster County Career Center located @ 521 Boices Lane in Kingston.