

If you are **16 and older** still in middle or high school, you must follow the 2013 timeline below for Summer Employment.

Step 1. Apply online at www.rochesterworks.org or www.cityofrochester.gov
Between February 25 – March 22

Step 2. You must submit paperwork to the Bureau of Employment Opportunities, 25 Franklin St 2nd floor Suite B5 by **April 26** or sooner. **Please do not mail or fax.**

- A copy of your social security card
- A copy of your work permit
- Recent report card
- Photo ID
- Parent's proof of household income
- Printout page from the application with your parent and school counselor signatures.

Step 3. Parent/Guardian is **invited to an optional one-hour parent orientation** at Monroe High School. RSVP is not required. Parent/Guardian can attend one of the days listed below. Late arrivals will not be allowed to enter. Youth are not required to attend.

- Saturday, April 13th 10am-11am (Will be facilitated in Spanish only)
- Saturday, April 13th 12pm-1pm
- Thursday, April 18th 6-7 pm
- Saturday, April 20th 10-11am

Step 4. You must attend a Prescreen/Mock Interview at the Blue Cross Arena. Please refer to page 1, of your application print out for the time of your interview.

- Arrive 15 minutes early
- Attire is business professional: Slacks, Suits, Dresses, Skirts, Shoes, etc. No jeans, shorts, hats, sneakers or sandals

Step 5. Summer Employment Staff will contact you between or beginning mid-June regarding your next step for consideration for summer employment. **GOOD LUCK!**



Summer of Opportunity