

If you are **16 and older** still in middle or high school, you must follow the 2014 timeline below for Summer Employment.

**Step 1.** Apply online at [www.rochesterworks.org](http://www.rochesterworks.org) or [www.cityofrochester.gov](http://www.cityofrochester.gov)  
Between February 24 – March 21

**Step 2.** You must submit paperwork to the Summer of Opportunity Program at its new location in the Rundel Library, 3rd Floor, 115 South Ave, by **April 25** 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
- 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, March 29, 2014 10-11am
- Thursday, April 3, 2014 6-7p
- Saturday, April 5, 2014 10-11a (Spanish Speaking Only)
- Saturday, April 5, 2014 Noon

**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 beginning mid-June regarding your next step for consideration for summer employment. GOOD LUCK!

