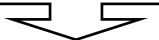
If you are <u>16 and older</u> still in middle or high school, you must follow the 2014 timeline below for Summer Employment.

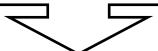
Step 1. Apply online at <u>www.rochesterworks.org</u> or <u>www.cityofrochester.gov</u>

Between February 24 - March 21



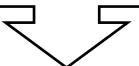
<u>Step 2</u>. You must submit paperwork to the Summer of Opportunity Program at its new location in the Rundel Library, 3rd Floor, 115 South Ave, by <u>April 25</u> or sooner. Please do not mail or fax.

- 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.



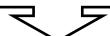
<u>Step 3</u>. Parent/Guardian is <u>invited to an optional one-hour parent orientation</u> at Monroe High School. RSVP is not required. Parent/Guardian can attend one of the days listed below. Late arrivals will not be allowed to enter. Youth are not required to attend.

- 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



<u>Step 4</u>. 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



<u>Step 5.</u> Summer Employment Staff will contact you beginning mid-June regarding your next step for consideration for summer employment. GOOD LUCK!



