



YouthWorks Private Sector 2021 Job Order Form

Company name: _____

Company address: _____

Contact person: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Youth must complete an on-line application _____ (Y/N): _____ Hiring Youth from Previous Year _____ (Y/N): _____

Company participated previously? (Y/N): _____ Company is easily accessed by public transit? (Y/N): _____

Best interview days/times: _____

Does your company have year round employment opportunities? (Y/N): _____

If you have multiple worksites, then please provide that information on a separate Job Order or separate sheet of paper. Please check one:

_____ I will hire youth directly and put them on my organization's payroll.

_____ I would like Baltimore City to be the employer of record for my YouthWorks Private Sector Youth participant that I hire shall (be at least \$1,800 to cover the program minimum of 20 hours per week for six weeks of employment at the minimum wage of \$11.75 hour). Baltimore City Agencies (BAN): _____

PLEASE NOTE: Payment is due prior to program start. YouthWorks 2021 will operate from 06/28/2021 - 08/06/2021.

YOUTHWORKS PRIVATE SECTOR EMPLOYER POSITION DESCRIPTION

Job Title: _____ Number of positions: _____

Job summary: _____

Desired attributes & skills: _____

Designated Workplace (X): In- person _____ Virtual _____ Both In-person/Virtual _____ (All in-person must be 18 or older)

Work schedule: Days: _____ Total Hours: _____ Work Time: _____

Min. age: _____ Rate of pay: _____ Benefits (Y/N): _____ Driver's license required? (Y/N): _____

Is this a permanent position? (Y/N): _____ if no, please indicate length of employment (5-8 weeks): _____

If organization is hiring for multiple different positions, please attach secondary job order forms for each one.

_____ I agree to make a hiring decision within 48 hours of scheduled interviews.

_____ I am aware that the summer jobs start date is June 28, 20____. Sooner Start Date Requested -Date _____

Employer Signature: _____ Date: _____

Return this form to YouthWorks Private Sector, Business Coordinator
Mayor's Office of Employment Development 101 W. 24th Street Room – 401, Baltimore, MD 21218
410-396-JOBS (5627) rwalker@oedworks.com

PLEASE NOTE: If you have multiple worksites, please indicate, or place on a separate Job Order form.