



YOUTHWORKS 2023 IS COMING

Get Paid Next Summer Build Your Experience

If you are a Baltimore City resident, between the ages of 14 and 21, YouthWorks can help you find a summer job paying \$13.25 an hour. Get paid and build valuable workplace experience.

**The YouthWorks Summer Program runs
from July 10 to August 11, 2023**

Apply online at youthworks.oedworks.com

Applications open January 3, 2023 and closes April 7, 2023

If you have never applied before, create an account using an active email address and password to complete your application. Check your email for confirmation to complete Step 2.

If you are a returning applicant, use the same email address and password as previously registered. Follow prompts to complete application process.



Electronic Application Process

After submitting your application, you will receive a confirmation email. YouthWorks will verify and process the electronic application. You will then receive an email indicating your application has been approved OR if your documents are incomplete.

Upload Eligibility Documents (*Youth under 18: parent's signature required where applicable*)

- Work Permit (ages 14 to 17)
- W4 (Federal Withholding Exemption Certificate)
- YouthWorks Payroll Form
- I-9 Form (Employment Eligibility Verification)
- MW507 (MD Withholding Exemption Certificate)
- Official Deposit Proof (Existing bank account only)

Applicants must upload proof of identity (one of the following): **Applicants must have a work authorization document:**

- State ID, Permit, License
- School ID
- School report card/record
- Voter registration card
- Social Security card (Unless previously uploaded)
- Birth certificate (Unless previously uploaded)
- U.S. Citizen ID Card

Or the documents below can serve as both Identity and Work Authorization:

- Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Employment Authorization Document Card



For more information: 410.545.1820 • ywhelpdesk@baltimorecity.gov **f** @YouthWorksBaltimore **@** @YouthWorksBaltimore

YouthWorks is a service of the Mayor's Office of Employment Development, the Baltimore Workforce Development Board Youth Committee and multiple workforce partners.



Information About Work Permits For Youth Ages 14 To 17:

If you are a returning applicant, you can reuse your work permit for up to 3 consecutive years of working with YouthWorks.

How to apply for a work permit if 14-17 years old and provide to YouthWorks

1. Go to DLLR's website at <https://bit.ly/WorkPermit-14plus>, click apply
2. Fill in your information and enter the company information below
3. Review your permit and click 'View/Print Permit', Sign your work permit and have your parent/guardian sign.
4. Lastly, save the work permit and attach it to your application.

Company: YouthWorks

Address: 101 W. 24th St, Baltimore, MD 21218

Phone: 410-545-1820

Business: Public Administration

Supervisor's Name: Nadia Sims

Duties: Trainee

INFORMATION ABOUT WORK PERMIT FOR 13 YEAR OLDS

Link for the "13 Year Old Work Permit" <https://bit.ly/YW13yearold-workpermit> and then fill, sign, and attach it to the youth's application. **Must turn 14 by July 7, 2023**

3 PAYMENT OPTIONS (CHOOSE ONE)

- Debit PayCard
- A current bank account; to be paid directly into a bank account, enter the routing and account information on the form and upload bank document
- A new bank account through SecurityPlus. Youth interested in opening a new account should indicate that on the payroll form, and a representative will contact you for specific enrollment information



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