



HOW DO I APPLY FOR SYEP?

STEP 1: CHECK YOUR ELIGIBILITY

Go to the Eligibility page on the Hire SF Youth website and check to see if you are eligible for the program. Visit http://hiresfyouth.com/?page_id=23 for more information on program eligibility.

STEP 2: DOWNLOAD AND COMPLETE AN SYEP APPLICATION

Download a 2011 SYEP Application from www.hiresfyouth.com and fill out the application completely. Applications will be available online on Monday, April 18, 2011. Make sure your application is complete! **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR THE PROGRAM!** Use the checklist attached to the application to make sure your application is complete!

STEP 3: GATHER YOUR DOCUMENTS

Your application must be submitted with certain documents. In order to show that you have the right to work in the U.S., *and* that you are eligible to participate in SYEP, you will need to submit a copy of the following documents with your application:

- Government-issued photo ID (such as a driver's license or California ID)

If you do not have a government-issued ID, you can get a San Francisco ID. Find out how on the "Resources For Youth" page on this website.

You can also use a school ID, as long as it has a photo of you on it and the current school year.

- Signed social security card
- If you have a Permanent Resident card, you will need to submit a copy of this card
- Proof of income for the last six (6) months for your entire family
- Proof of family members for every family member living with you
- Proof of the hardship you face in finding a job. You can visit the Eligibility page on this website to see what counts as hardship
- If you are male and 18 years or older, you must register for Selective Service. Submit a copy of your registration card. If you do not have this, your registration information can be printed from the Selective Service website at www.sss.gov.

***** If you are hired for an SYEP position, you will need to bring originals of your photo ID, your social security card, and your Permanent Resident Card (if you have one) on the first day of work.**

****** Also, if you under 18 years old and are still in high school, you will need to get a work permit if you are hired. An SYEP provider will contact you with instructions on how to get one, but you will still need the first three documents on this list.***

STEP 4: SUBMIT YOUR APPLICATION

Go to the “SYEP Providers” page on this website and locate a provider near you where you can submit your application. Take your completed application and all your documents to one of these providers. Make sure you sign in when you drop off your application. The locations on the website may be updated regularly so check back when you are ready to turn your application in.

STEP 5: WAIT FOR A RESPONSE

Your application will be received and reviewed once it is submitted. **You will be notified no later than June 1, 2011** if you have been admitted into the program.