



Milpitas Work Program:
Milpitas Youth Force (MYF) Business Application

Selected businesses will be offered a screening interview. Interviews will take place on one of the following dates: 3/28, 4/11 or 5/9. Interviews will typically be conducted in the afternoon.

GENERAL INFORMATION			
Business Name		Phone #	
Street Address		City	Zip Code
Primary Contact/Title	Phone #	Email	
Primary Contact/Title	Phone #	Email	
How did you hear about this program?			

I certify that the statements made herein are true and correct to the best of my knowledge.

Business Representative Signature

Date

Business will be selected based on the following criteria:

- Availability (June 10-August 2)
- Goals
- Experiences offered to the participants

On May 17, 2019, all participants will be selected and paired with a business.

MYF Business Information & Availability Form

Your answers to these questions will help us place students at your business.

VERY IMPORTANT: We can't promise to place you according to your choices, but we will do our best.

Name of Business: _____ Phone #: _____

1. Select five job areas your business offers. Do not rank, simply mark 5 boxes with a, "x."
- Clerical (answering phones, filing, copying, data entry, etc.)
 - Recreation (special events, senior center, youth/teen programs, facilities, marketing, camps, etc.)
 - Hospitality & Catering (food service, front desk functions, customer service, etc.)
 - Outdoor maintenance (trail maintenance, stream cleanup, park cleanup, etc.)
 - Public Service (planning, public safety, records, human resources, analysis functions, etc.)
 - Manufacturing (assembly line, IT, engineering, office assistant, etc.)
 - Technology (computer science, electronics, mobile apps, coding, etc.)
 - Anything (I am open to any job placement)

2. What type of skills do you envision your student employee will be learning during their time with you?

3. Please indicate in the boxes below which days and/or times you need participants to work.

Summer (June 10 – August 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*Participants can work up to 24 hours maximum per week.

*Participants will attend an ongoing weekly training throughout the duration of the summer (typically Friday).

My signature is certification the above information, including my business's availability is true and correct to the best of my knowledge. I understand students will be scheduled at my business based on this availability.

If my business is selected to participate in MYF, any changes in availability must be discussed and approved prior to any adjustments being made. I further understand there is no obligation by the City of Milpitas to honor any special requests for student work hours and agree to this as a condition of my participation in the MYF program.

Business Representative Signature: _____ Date: _____

MYF Supplemental Questionnaire

Answers should be submitted in typed format, size 12 font and single-spaced. Answer may not exceed 1 page typed.

1. What is the mission statement and vision statement of your business?
2. What does your business hope to achieve by participating in the MYF program?

Check List

- Application Form
- Business Information and Availability Form
- Supplemental Questionnaire

All materials should be submitted to Andrea Hutchison at ahutchison@ci.milpitas.ca.gov or in-person to the Milpitas Sports Center ATTENTION: Andrea Hutchison (1325 E. Calaveras Blvd).

Final Due Date: May 1, 2019 OR once all spaces are filled