



## YouthWorks Private Sector 2020 Job Order Form

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Youth must complete an online 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): \_\_\_\_\_

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 \$1700 to cover the program minimum of 25 hours per week for five weeks of employment at the minimum wage of \$11.00 hour). Baltimore City Agencies (BAN): \_\_\_\_\_

### YOUTHWORKS PRIVATE SECTOR POSITION DESCRIPTION :

Job Title: \_\_\_\_\_ Number of positions: \_\_\_\_\_

Job summary: \_\_\_\_\_

Desired attributes: \_\_\_\_\_

Special skills required: \_\_\_\_\_

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

\_\_\_\_\_ I am aware that the summer jobs start date is June 29, 2020. \_\_\_\_\_ 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. 24<sup>th</sup> Street Room – 401, Baltimore, MD 21218  
410-396-JOBS (5627) [rwalker@oedworks.com](mailto:rwalker@oedworks.com)

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