WorkReady EMPLOYERS
The following businesses have already signed on to support paid internships for Summer 2008 (as of March 18, 2008). Employer recruitment is ongoing. For a current list, visit: www.workreadyphil.org.

Abington Memorial Hospital
Acme Markets
Albert Einstein Healthcare Network
Aqua America
Bank of America
Blank Rome
Brown’s Superstores
The Children’s Hospital of Philadelphia
Citizens Bank
Comcast
Commerce Bank
Consumer Credit Counseling Service of Delaware County
Elliott Lewis
Episcopal Community Services
ESM Productions
GlaxoSmithKline
Goldenberg Rosenthal
Greater Philadelphia Chamber of Commerce
Greater Philadelphia Tourism Marketing Corporation
Hahnemann University Hospital
Independence Blue Cross
Jewish Federation of Greater Philadelphia
KPMG
Lankenau Hospital
Lockheed Martin IS & GS
NHS Human Services
Pennoni Associates
The Pennsylvania Horticultural Society
Philadelphia Academies, Inc.
The Philadelphia Coca-Cola Bottling Company
Philadelphia Industrial Development Corporation
Philadelphia Water Company
Philadelphia Workforce Investment Board
Philadelphia Youth Network
Philadelphia Zoo
PREIT
St. Christopher’s Hospital for Children
Thomas Jefferson University Hospital
Tierney Communications
Union Packaging
The Wistar Institute
Young Friends of PYN

The Philadelphia Youth Network is the managing partner of WorkReady Philadelphia and contracts with several dozen youth-serving organizations to operate WorkReady programs on behalf of the Philadelphia Workforce Investment Board and its Youth Council.

The following organizations comprise WorkReady Philadelphia’s employer recruitment partnership:

All information and listings are current as of March 18, 2008 and are subject to change.
What is WorkReady Philadelphia?

WorkReady Philadelphia Summer Programs provide career and college exposure, academic enrichment and work-readiness training for youth ages 14-21.

WorkReady Philadelphia provides youth the opportunity to:

- Gain valuable work experience
- Build skills to succeed in the workplace
- Work with talented leaders in the community
- Improve your academic skills
- Learn about exciting careers
- Explore college programs
- Serve your community
- Earn money

WorkReady Philadelphia continuum offers age-appropriate year-round and summer experiences that provide workforce development opportunities to meet the varying levels of experience, skills, and proficiencies of participants.

This guide provides an overview of the opportunities available during Summer 2008. WorkReady offers opportunities that match your experience and availability, whether you are:

- A first-time job seeker OR looking for that next step up
- Available to work at least 20 hours per week OR enrolled in summer school with limited time during the week
- Seeking academic credit with the School District of Philadelphia AND/OR just interested in learning, growing and preparing for a successful future

WHO QUALIFIES FOR WorkReady Philadelphia?

In order to qualify for summer 2008, youth must be:

- Between the ages of 14 and 21 (on or before June 30, 2008)
- A resident of Philadelphia*
- Eligible to work in the U.S.
- In a household that meets the following income guidelines:

<table>
<thead>
<tr>
<th>Eligible households are at or below the following levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people in family</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

Over 8, please add $8,460 for each additional household member.

Please note:

Although youth may fully qualify for the WorkReady Philadelphia program, placement in a job is not guaranteed due to the limited number of positions available.

Exceptions

* While most programs serve youth who live in Philadelphia, there are several programs which serve youth who reside in Chester (Delaware County) and Camden, New Jersey.

** Although most youth must meet the income limits listed above, there are no income limits for youth with a verified disability.
INDUSTRY AREA DESCRIPTIONS
As you fill out Section D (Areas of Interest) on the enclosed 2008 WorkReady Application, you can use the following descriptions to help you identify which industry areas are of most interest to you. We will do our best to match your placement to your area of interest.

Architecture / Urban & Land-Use Planning - includes building design and work to ensure that buildings and land are used efficiently for the benefit of the economy, population, and environment.

Arts/Entertainment/Cultural - includes music, dance, theater, painting, sculpture, etc.

Banking/Finance/Accounting - includes banking, financial services, insurance, and stocks.

Business Administration/Retail/Sales - includes administrative positions in all industries that assist in the daily functions of the office environment, sales clerks, cashiers, and merchandisers in retail stores.

Chemistry/Physics/Other Physical Sciences - includes working in laboratories, the use of chemicals, scientific experimentation and research.

Communications/Media/Graphics - includes various forms of media including print journalism, television, and radio; and public relations.

Computer Sciences/Information Technology - includes software development, programming, data management, and web design.

Construction/Development/Skilled Trades - includes commercial and residential building design, construction, restoration, and skilled trades such as carpentry and electrical fields.

Education/Training/Social Services - includes teaching, training and development, and educational administration.

Engineering - includes a variety of fields that cover areas such as science, information technology, and transportation (i.e. aerospace).

Hospitality/Tourism/Leisure Services - includes travel, lodging and recreational activities.

Law/Public Safety/Security - includes litigation and crime prevention and safety.

Life Sciences/Environmental/Horticulture - includes biotechnology, pharmaceuticals, biomedical technologies, life systems technologies, cosmetics, food processing, and environmental.

Manufacturing/Processing/Utilities - includes the production of goods through factory work.

Medical/Health Care/Biotechnology - includes the treatment and prevention of disease and involve institutions such as hospitals, doctor's offices, and clinics.

Non-Profit Administration - focuses on managing information, staff and funding in service organizations.

Public Administration/Government - includes city, state, and national government agencies and community development organizations.

Real Estate/Securities/Insurance - includes property sales, financial risk management on investments and insurance.

Restaurant/Food Service - includes management, cooking and service in restaurants and catering companies.

Service Occupations/Staffing - includes human resources and any other occupations that provide a service to the public.

Transportation/Automotive - includes public/private transportation, car repair, and automotive design.

HOW DO I APPLY?

Step 1: Complete and sign the forms in this booklet

Step 2: Mail the completed forms by Friday, June 6, 2008

You must MAIL the completed (a) Application, (b) Buckley Amendment, and (c) Waiver/Release forms to:

WorkReady Philadelphia
P.O. Box 1169
Philadelphia, PA 19105-1169

Step 3: Obtain a valid Work Permit

(a) You do not need a new Work Permit if you:
• Already have one from a previous year;
• Are 18 or older on or before June 30, 2008; or
• Are 17 and have already graduated from high school, with proof of graduation.

(b) If you have either of the following forms, it can be used again this year:
• A BLUE (transferable) Work Permit, or
• A YELLOW (non-transferable) Work Permit that lists any of the following on the “employer” line of the card: “YouthWorks,” “WorkReady,” “Philadelphia Youth Network,” or “PYN”

Step 4: Collect necessary employment eligibility documents

IMPORTANT: As it may take time to locate necessary documents, we strongly recommend that you begin gathering these documents as soon as possible. An explanation of all the required documents begins on the following page. Because some of the documents appear in more than one section, if you bring all four of the following items to your interview, your verification requirements will be complete:

• a valid Work Permit
• an original Birth Certificate
• a School Photo ID Card or Drivers/Non-Driver’s License
• an original Social Security Card

Step 5: Attend assigned interview

• Once a complete application is received by WorkReady Philadelphia, a letter is sent out with a specific interview day and time
• All employment documents MUST be brought to the interview in order to verify employment eligibility
REQUIRED ELIGIBILITY DOCUMENTS CHECKLIST

When you are called for an interview, you must bring one document from each of the following sections (A through D). There’s also a short-cut, which is explained on the bottom of the opposite page.

A. PROOF OF AGE - one of the following:
- Birth Certificate
- School ID card w/ your date of birth on it
- Driver’s License/ Non-Driver’s License
- Government ID card w/ your date of birth on it

B. PROOF OF SOCIAL SECURITY NUMBER - one of the following:
- Social Security Card
- Social Security notification letter w/ applicant’s Social Security number on it
- A recent pay stub/ W-2 w/ applicant’s Social Security number on it
- A benefit letter from Public Assistance, TANF or DHS w/ applicant’s Social Security number on it

C. PROOF OF RESIDENCY - one of the following:
- A School District of Philadelphia Photo ID card
- A Driver’s License/ Non-Driver’s License
- A recent School District of Philadelphia report card
- A benefit letter from Public Assistance, TANF, DHS, Social Security

D. PROOF OF SELECTIVE SERVICE REGISTRATION (if applicant is a male who will be 18 or older on or before June 30, 2008) - one of the following:
- A printed receipt from the Selective Service Administration
- A receipt letter from the Selective Service Administration

E. PROOF OF EMPLOYMENT ELIGIBILITY - one document from each column:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Passport</td>
<td>Birth certificate</td>
</tr>
<tr>
<td>Drivers License</td>
<td>Social Security Card</td>
</tr>
<tr>
<td>Voter Registration Card</td>
<td>U.S. Citizen ID Card</td>
</tr>
<tr>
<td>School District of Philadelphia Photo ID</td>
<td>Native American tribal document</td>
</tr>
</tbody>
</table>

Short-cut:

Because some of the documents appear in more than one section, if you bring all four of the following items to your interview, your verification requirements will be complete:
- a valid Work Permit
- an original Birth Certificate
- a School Photo ID Card or Drivers/Non-Driver’s License
- an original Social Security Card

checklist continues on next page
WorkReady PROVIDERS

WorkReady Philadelphia is managed by the Philadelphia Youth Network on behalf of the Philadelphia Workforce Investment Board and its Youth Council, in partnership with the School District of Philadelphia, the City of Philadelphia and all of the community-based and citywide youth-serving organizations (providers) that operate WorkReady programs. Providers of WorkReady Summer 2008 programs include:

Internships
Allegheny West Foundation
Aspira, Inc. of Pennsylvania
Boys & Girls Clubs of Philadelphia
Cambodian Association of Greater Philadelphia
Camden Co. Council On Economic Opportunity
Communities In Schools of Philadelphia
Community Action Agency of Delaware County
Congreso de Latinos Unidos
Diversified Community Services
Girard College Development Fund
Greater Philadelphia Federation of Settlements
Greater Philadelphia Urban Affairs Coalition
Indochinese American Council
Intercultural Family Services
Management & Environmental Technologies
New Jersey Academy for Aquatic Sciences
North Light Community Center
Respond, Inc.
To Our Children’s Future With Health, Inc.
United Communities of Southeast Philadelphia
YouthBuild Philadelphia Charter School

Primary Areas They Serve
North Philadelphia
City Wide - Philadelphia
North and South Philadelphia
Chester, Delaware County
North Philadelphia
South Philadelphia
City Wide - Philadelphia
City Wide - Philadelphia
North Philadelphia
West & Southwest Philadelphia
West & Southwest Philadelphia
Camden, NJ
Northwest Philadelphia
Camden, NJ
West Philadelphia
South & Southeast Philadelphia
North Philadelphia

Academic Support
Allegheny West Foundation
Congreso de Latinos Unidos
Salvation Army Learning Zone

Primary Areas They Serve
North Philadelphia

Service Learning
Allegheny West Foundation
Communities In Schools of Philadelphia
Congreso de Latinos Unidos
Education Works
Greater Philadelphia Urban Affairs Coalition
Indochinese American Council
LULAC Natl. Educational Services Center
Philadelphia Mural Arts Program
University of Pennsylvania

Primary Areas They Serve
North Philadelphia
City Wide - Philadelphia
North Philadelphia

Work Experience
Aspira, Inc. of Pennsylvania
City of Philadelphia, Department of Recreation
Communities In Schools of Philadelphia
Foundations, Inc.
Free Library of Philadelphia
Greater Philadelphia Urban Affairs Coalition
Management & Environmental Technologies
New Foundations Charter School
Resources for Human Development
To Our Children’s Future With Health, Inc.
Variety – The Children’s Charity

Primary Areas They Serve
North Philadelphia
City Wide - Philadelphia
North Philadelphia

To Our Children’s Future With Health, Inc.
**IMPORTANT NOTES & REMINDERS**

Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin and/or disability as required by law.

The work permit should not be mailed in with your application paperwork, but should be brought with you to your interview to complete your registration with WorkReady Philadelphia.

Male applicants age 18 or older (on or before June 30, 2008) will be required to register with the Selective Service System. This registration can be done online and a receipt of your registration may be printed from the on-line site. If you have already registered, a receipt may be printed from the on-line site as well.

If you have access to the internet (for example at home, school, or your local Free Library branch), you can access some of these helpful sites:

- WorkReady Information: [www.workreadyphila.org](http://www.workreadyphila.org)
- Selective Service Registration: [www.sss.gov](http://www.sss.gov)
- Work Permit Information: [http://webgui.phila.k12.pa.us/offices/cte/working-papers](http://webgui.phila.k12.pa.us/offices/cte/working-papers)

Should you have any questions regarding any of the information in this booklet, or for more information, please feel free to call us at the WorkReady Philadelphia Youth Hotline: (267) 502-3742

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**WorkReady programs are made possible with support from:**

Aetna Foundation
Allen Hilles Fund
Bank of America
Brown’s Superstores
Campbell Soup Foundation
Citizens Bank
City of Philadelphia
Clayman Family Foundation
Commerce Bank
Dolfiner-McMahon Foundation
Independence Blue Cross
Lincoln Financial Foundation
Nelson Foundation
PA Department of Labor and Industry
PA Department of Public Welfare
PA General Assembly
Philadelphia Department of Human Services
Philadelphia Foundation
Philadelphia Housing Authority
Philadelphia Workforce Development Corp.
Prudential Financial
Prudential Community Resources
Rittenhouse Foundation
Samuel S. Fels Fund
School District of Philadelphia
Seybert Institution
Sovereign Bank
Sunoco
U.S. Congress
U.S. Department of Labor
U.S. Dept. of Health and Human Services
Union Benevolent Association
United Way of Southeastern Pennsylvania
Wachovia Foundation
William Penn Foundation

*and the hundreds of employers who support interns. See back cover for a list of employers who have signed on to date.*
SECTION A: APPLICANT INFORMATION

First Name: ________________________________ Last Name: ________________________________ MI: __________________________

Social Security #: __________________________ Student ID Number: __________________________ Date of Birth: __/__/______ Age: ________ Gender: [ ] Male  [ ] Female

Email: ____________________________________ Race/Ethnicity: [ ] African-American  [ ] Asian  [ ] Bi-Racial  [ ] Caucasian

[ ] Hawaiian/Pacific Islander  [ ] Hispanic/Latino  [ ] Multi-Racial  [ ] Other

Street Address: ____________________________ Apt./ Floor: ____________________________ Philadelphia, PA  Phone Number: (_____) ______- _______

City of Philadelphia  Emergency Information: Contact: ____________________________ Relationship to Participant: ____________________________

Referral Source: ____________________________ Phone Number: (_____) ______- _______

Are you homeless/ living in a shelter? [ ] YES  [ ] NO  Are you pregnant or have any children? [ ] YES, # of Children ________  [ ] NO

Have you been or currently are a foster child? [ ] YES  [ ] NO  Are you a runaway? [ ] YES  [ ] NO

Are you currently employed? [ ] YES  [ ] NO  (If no, please indicate last day worked): ____________

Are you currently eligible to work in the U.S? [ ] YES  [ ] NO  Wage Earned (past 6 mos.): $ _________

Are you currently employed? [ ] YES  [ ] NO  Total Hours Worked (past 6 mos.): ________

Total # of Weeks Employed (past 6 mos.): ________

Do you now have, or have you ever had a problem with substance abuse? [ ] YES  [ ] NO  Is your English limited? [ ] YES  [ ] NO  Are you a job Corps participant? [ ] YES  [ ] NO  Are you registered with Selective Service? (Male 18+ only) [ ] YES  [ ] NO  Have you ever been in placement or convicted of a felony? [ ] YES  [ ] NO

Are you a Pell Grant recipient? [ ] YES  [ ] NO  amount awarded $ ____________

Are you currently attending Middle School or High School? [ ] YES  [ ] NO  (If no, skip to Out of School Youth Section)

Are you behind a grade level? [ ] YES – how far: [ ] 1yr  [ ] 2yrs  [ ] 3yrs  [ ] NO  Current GPA: ________ Most Recent PSSA or TerraNova Scores: ________

SECTION B: EDUCATIONAL INFORMATION  Complete Sec. B.1 if you are in school or Sec. B.2 if you are out of school.

SEC. B.1     IN-SCHOOL YOUTH SECTION (ISY)  Are you currently attending Middle School or High School? [ ] YES  [ ] NO  (If no, skip to Out of School Youth Section)

If yes, Current Grade? [ ] 7th  [ ] 8th  [ ] 9th  [ ] 10th  [ ] 11th  [ ] 12th  [ ] Unknown

Are you enrolled in EOP (Twilight) programs? [ ] Yes  [ ] No

Current School Name: ____________________________

Are you behind a grade level? [ ] YES – how far: [ ] 1yr  [ ] 2yrs  [ ] 3yrs  [ ] NO

Current GPA: ________ Most Recent PSSA or TerraNova Scores: ________

SEC. B.2     OUT OF SCHOOL YOUTH SECTION (OSY)  Did you obtain your High School Diploma or GED or Neither? [ ] YES  [ ] NO

If Neither, answer questions below the line only

Are you attending College  [ ] Technical School or Vocational School?  [ ]

Institution Name: ____________________________

Length of Program: [ ] 1yr  [ ] 2yrs  [ ] 3yrs  [ ] 4yrs  [ ] 5yrs

Are you an Out of School/Drop Out? [ ] YES  [ ] NO  Please indicate the Highest Grade Completed? [ ] 6th  [ ] 7th  [ ] 8th  [ ] 9th  [ ] 10th  [ ] 11th

Last School Attended: ____________________________

SECTION C: ELIGIBILITY  Definition of Family: Related by blood, marriage or decree of court. This includes parent(s), guardian(s) and dependent children ONLY.

I. Please check, if your family receives any of the following:  [ ] TANF  [ ] General Assistance  [ ] SSI  [ ] Food Stamps

Date Grant Started: __/__/______  Case Number: ____________________________  Case #: ____________________________

Monthly Grant Amount: $ ________

Please indicate Family Size and Annual gross Salary/Wage using the chart below. First identify family size, and then using a check mark, select the income range for your family.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Annual Gross Salary/Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 WIA</td>
<td>$0 - $8,380</td>
</tr>
<tr>
<td>5 TANF</td>
<td>$8,231 - $23,030</td>
</tr>
<tr>
<td>3 TANF</td>
<td>$0 - $19,860</td>
</tr>
<tr>
<td>4 TANF</td>
<td>$14,471 - $31,020</td>
</tr>
<tr>
<td>2 TANF</td>
<td>$0 - $24,510</td>
</tr>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

If greater than 6, please indicate number in family: AND

Annual Gross Salary/Wage: $ ________

Page 1 of 2
I do hereby authorize Philadelphia Youth Network (PYN) and its agents and partners to make inquiries regarding my qualifications for work and my job readiness. I also grant permission to verify income information where necessary to document my eligibility for services.

I authorize the release of personal, financial, or academic information to PYN by organizations including, but not limited to, schools, employers, youth-serving organizations, and government agencies, (including the Department of Public Welfare), for the purpose of determining income and programmatic eligibility and by PYN to its agents and partners in the course of attempting to secure placement for me.

I certify that the information provided is true to the best of my knowledge. I am aware that the information I have provided is subject to review and verification, (including wage records and employment information), and that I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility.

Signature of applicant: ________________________________  Date: __________/________/________

IF YOU ARE UNDER THE AGE OF 18, YOUR PARENT/GUARDIAN MUST SIGN

As a parent/guardian, I hereby grant permission for the above youth to participate in the employment program and any related activities. I also grant permission for the collection and release of information as specified above.

Signature of parent: ________________________________  Date: __________/________/________

The Philadelphia Workforce Investment Board, The Philadelphia Youth Council, Philadelphia Youth Network and its affiliates do not discriminate, on the basis of race, color, religion, sex, sexual orientation, national origin and/or disability as required by law.

EQUAL OPPORTUNITY IS THE LAW

Please Read Carefully and Sign Below

Here is some information about YOUR CIVIL RIGHTS UNDER FEDERAL LAW. The Philadelphia Youth Network is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship, or participation in federally funded programs, as amended in admission or access to, opportunity or treatment, in, or employment in the administration of or in connection with any federally funded activity. If you think that you have been subjected to discrimination under a federally funded program or activity, you may file a complaint within 180-days from the date of the alleged violation with the Department of Labor and Industry’s (L&I) Office of Affirmative Action (OAA), or you may file a complaint directly with the Director, Directorate of Civil Rights (DCR), US Department of Labor, 200 Constitution Avenue, N.W., Room 4123, Washington, DC 20210. If you elect to file your complaint with the Office of Affirmative Action, you must wait until the Office of Affirmative Action issues a decision or until 60-days have passed, whichever is sooner, before filing with DCR (see above address). If the OAA has not provided you with a written decision within 60-days of filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within 30-days of the expiration of the 60-day period. If you are dissatisfied with the OAA’s resolution of your complaint, you may file a complaint with DCR. Such a complaint should be filed within 30-days of the date you receive notice of the OAA’s proposed resolution. If you have any questions, regarding YOUR CIVIL RIGHTS, or to file a discrimination complaint, please contact: The Department of Labor and Industry, Office of Equal Opportunity – Room 514, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pennsylvania 17120. Or Call (717) 787-1182 • 1-800-622-5422 • TDD 1-800-654-5984. All complaints will be handled confidentially.

Statement of Receipt

I hereby Certify that I have received, read and understand my “Civil Rights” as an applicant/participant of a PYN programs and acknowledge so with my signature.

Signature of applicant: ________________________________  Date: __________/________/________

FOR OFFICE USE ONLY

I have reviewed all of the above information supplied by the applicant and have found it to be a reasonable representation of the individual’s status at the time of interview. Signature of Certifier: ________________________________  Date __________/________/________
BUCKLEY AMENDMENT: Consent to Release of Information

Dear WorkReady Participants and Parents/Guardians:

WorkReady programs are designed to provide participating youth with meaningful learning experiences, including preparation for the workplace and higher education opportunities, and success in school. So that we may ensure that our youth’s needs be fully met, it is helpful to track their performance in school through grades, standardized tests, achievement levels, and other relevant records. Please read the following statement, and sign below to indicate that you agree to allow your/your child’s school to release these records to the Philadelphia Youth Network (PYN) and its partner agencies for use throughout the program.

I understand that the Buckley Amendment to the Family Education Rights and Privacy Act of 1974 guarantees that my/my child’s academic record will not be discussed with or disclosed to any third party without my written consent. I hereby authorize officials of the School District of Philadelphia to release my/my child’s educational records (limited to: standardized tests, graduation and promotion information, and copies of report cards) only to PYN and to any corresponding partner agency or agencies with which I/my child will be placed by PYN. This consent will last until I/my child is no longer enrolled in a PYN-sponsored activity or until I rescind this consent in writing.

I understand that this information will not be provided to any entity other than those indicated above. I understand that a record will be maintained in my/my child’s educational records, indicating that the information was provided. I understand that I may acquire a copy of this record, as well as of any records provided to PYN, from the Philadelphia School District.

Name of WorkReady Participant: ____________________________________________  
(Please Print)

School: ____________________________________________  Grade: _________

Participant Signature: _______________________________  Date:___________
(if 18 or older or an emancipated minor)

Parent’s Signature: __________________________________________  Date:___________
(if youth is under age 18)
WAIVER AND RELEASE FORM

The Philadelphia Youth Network, Inc. (PYN) from time to time creates promotional and educational materials about PYN, its programs and WorkReady Philadelphia. In consideration of the opportunity to participate in the programs offered by the Philadelphia Youth Network, I hereby give permission to PYN, its employees, affiliates, representatives, contractors, agents and members of the media to interview, audiotape, photograph, videotape, film, or capture by any other electronic or other means my image and speech, and, within its absolute discretion, to release, disseminate, or use, in any manner it sees fit including publications and web pages, the resulting images and testimonials and any other information contained therein for the purpose of promoting the objectives of PYN, its programs and WorkReady Philadelphia.

I hereby release any and all actions and claims which I, my family members, my child, our heirs, executors or administrators may have against the Philadelphia Youth Network, Inc., its employees, affiliates, representatives, contractors, agents, successors and assigns, arising for any reason whatsoever from the use, publication, distribution, or republication of the words or images gathered for the purpose described above. I intend this to be a legally binding agreement.

_________________________________________________________  ______________________
Signature of Participant Date

_________________________________________________________  ______________________
Signature of Parent (if youth is under 18) Date

___________________________________________________________________________________
Home Address

___________________________________________________________________________________
Name of program affiliation and worksite location (if applicable)
Youth who are 14 to 17 years old must have a work permit (working papers) in order to register for WorkReady Summer Programs.

- If you are under 18 and already have a Blue (Transferable) Work Permit, bring it with you when you register for WorkReady Summer Programs.
- If you are under 18 and have a Yellow (Non-Transferable) Work Permit that says “YouthWorks” or “Philadelphia Youth Network” bring it with you when you register.
- If you worked for WorkReady Summer Program last year and lost your permit, go to the Work Permit office and tell the staff when you arrive. The Work Permit offices MAY be able to verify your Work Permit. **BRING AN APPLICATION WITH SECTION B SIGNED BY YOUR PARENT JUST IN CASE.**
- If you do not have a Work Permit, follow the instructions below:

Instructions for Completing the Work Permit Application

**Section A:** Leave Blank (it will be completed for you by a Work Permit Staff Member).

**Section B:** Have your parent/guardian sign and print his or her name and address in the correct boxes. **A parent or guardian must be present to receive working papers.**

**Section C:** Is already complete.

**Section D:** Take your work permit application and identification that proves your age to your doctor’s office or one of the locations below. (School Id w/D.O.B., Birth Certificate, Baptismal Certificate, Passport, Drivers permit/ license, etc) to one of the work permit offices.

**PHYSICALS WILL NO LONGER BE OFFERED AT WORKING PAPERS LOCATIONS!!!!!!**

The Philadelphia Department of Public Health’s (PDPH) Health Care Centers accepts Medicare, Medical Assistance, most health insurance and HMO plans. If you do not have health insurance you will be billed on a sliding scale based on your family size and income. If you do not have any income or health insurance you will still receive high-quality health care.

The following is a list of Health Care Providers who accept Medicare, Medical Assistance, most health insurance and HMO plans:

<table>
<thead>
<tr>
<th>Philadelphia Health Care Center #2</th>
<th>Philadelphia Health Care Center #6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1720 South Broad Street 19145</td>
<td>321 West Girard Avenue 19123</td>
</tr>
<tr>
<td>Tel: (215) 685-1803</td>
<td>Tel: (215) 685-3803</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Philadelphia Health Care Center #3</th>
<th>Strawberry Mansion Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>555 South 43rd Street 19104</td>
<td>2840 Dauphin Street 19132</td>
</tr>
<tr>
<td>Tel: (215) 685-7500</td>
<td>Tel: (215) 685-2424</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Philadelphia Health Care Center #4</th>
<th>Philadelphia Health Care Center #9</th>
</tr>
</thead>
<tbody>
<tr>
<td>4400 Haverford Avenue 19104</td>
<td>131 East Chelten Avenue 19144</td>
</tr>
<tr>
<td>Tel: (215) 685-7600</td>
<td>Tel: (215) 685-2253</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Philadelphia Health Care Center #5</th>
<th>Philadelphia Health Care Center #10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1920 North 20th Street 19121</td>
<td>2230 Cottman Avenue 19149</td>
</tr>
<tr>
<td>Tel: (215) 685-2933</td>
<td>Tel: (215) 685-0639</td>
</tr>
</tbody>
</table>

YOU MUST HAVE A WORK PERMIT TO REGISTER FOR WORKREADY SUMMER PROGRAMS
WHERE TO OBTAIN WORKING PAPERS

Any questions concerning working papers please visit: http://webgui.phila.k12.pa.us/offices/cte/faqs/working-papers

**Dates Effective September 11, 2007 to June 19, 2008**

### SATURDAY LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Contact</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION CENTER</strong></td>
<td>440 N. Broad Street</td>
<td>Nick Gasis</td>
<td>Saturdays 9:00 A.M. to 12:30 P.M.</td>
</tr>
<tr>
<td></td>
<td>10175 Bustleton Avenue</td>
<td>William Johnson</td>
<td>Saturdays 8:30 A.M. to 12:00 P.M.</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>8110 Lyons Avenue</td>
<td>Diana Rodriguez</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>DOBBS</strong></td>
<td>2150 W. Lehigh Avenue</td>
<td>William Johnson</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>FRANKFORD</strong></td>
<td>5000 Oxford Avenue</td>
<td>Alexis Musgrove</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>GERMANTOWN</strong></td>
<td>40 E. High Street</td>
<td>Mark Wilson</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>GRAZT, SIMONS</strong></td>
<td>18th &amp; Hunting Park Avenue</td>
<td>Akesha Roundtree</td>
<td>Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>MASTBAUM</strong></td>
<td>3116 Frankford Avenue</td>
<td>Julio Padilla</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>NORTHEAST</strong></td>
<td>1601 Cottman Avenue</td>
<td>Mike Stiles</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>OVERBROOK</strong></td>
<td>59th &amp; Lancaster Avenue</td>
<td>Reginald Moton</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>Roxborough</strong></td>
<td>6498 Ridge Ave.</td>
<td>Reginald Moton</td>
<td>Tuesdays 4:30 P.M. to 5:30 P.M.</td>
</tr>
<tr>
<td><strong>Saul</strong></td>
<td>7100 Henry Ave. Rm a-30</td>
<td>Michelle Guzman</td>
<td>&quot;Se Habla Espanol&quot; Tuesdays and Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>SWENSON</strong></td>
<td>2750 Red Lion Road</td>
<td>Marian Lansky</td>
<td>Tuesdays &amp; Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td><strong>West</strong></td>
<td>47th and Walnut Streets</td>
<td>DeShelle Taylor</td>
<td>Tuesdays and Thursdays 3:00 P.M. to 5:00 P.M.</td>
</tr>
</tbody>
</table>

The School District of Philadelphia issues working papers at the following locations across the city:
APPLICATION FOR EMPLOYMENT CERTIFICATE OR
TRANSFERABLE WORK PERMIT

POE-4565 (10/91)

A. To be completed by issuing officer

<table>
<thead>
<tr>
<th>Name of Minor</th>
<th>Sax</th>
<th>Color of Hair</th>
<th>Color of Eyes</th>
<th>Signature of Issuing Officer</th>
</tr>
</thead>
</table>

Any Distinguishing Characteristics: School District – Name and Address

Place of Residence

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but one accepted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
</tr>
<tr>
<td>a. Transcript of birth certificate</td>
<td></td>
</tr>
<tr>
<td>b. Baptismal certificate or transcript</td>
<td></td>
</tr>
<tr>
<td>c. Passport</td>
<td></td>
</tr>
<tr>
<td>d. Other documentary evidence</td>
<td></td>
</tr>
<tr>
<td>e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.</td>
<td></td>
</tr>
</tbody>
</table>

B. To be completed by parent guardian or legal custodian in presence of issuing officer

I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below:

General Employment Certificate
Vacation Employment Certificate
Transferable Work Permit (in lieu of General Employment Certificate)
Transferable Work Permit (in lieu of Vacation Employment Certificate)

Signature of Parent, Guardian or Legal Custodian
Name and Address of Parent, Guardian or Legal Custodian

C. To be completed by prospective employer

The undersigned expects to employ the minor as ___ in the industry of ___.

The minor will work during such times and in accordance with the maximum hours permissible by law as established by Section 4 and 12 of the Child Labor Law, Act of May 13, 1915, P.L. 286; No. 177, as amended.

<table>
<thead>
<tr>
<th>Hours of employment – Ages 14 &amp; 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 3 hours on school days</td>
</tr>
<tr>
<td>Maximum 18 hours per week</td>
</tr>
<tr>
<td>Maximum 8 hours per non-school week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of employment – Ages 16 &amp; 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 8 hours on any given day</td>
</tr>
<tr>
<td>Maximum 28 hours (Mon.-Fri.) Plus an additional 8 hours on Saturday and an additional 8 hours on Sunday. Maximum 44 hours per week.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 8 hours per day</td>
</tr>
<tr>
<td>Maximum 44 hours per week.</td>
</tr>
</tbody>
</table>

Night Work
School term – May not work after 7 p.m. or before 7 a.m.
Exception – Summer Vacation until 9 p.m. but not before 7 a.m.

* Federal Law

** Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
</tr>
</tbody>
</table>

Maximum hours: ___ per day ___ per week

Name, address and telephone number of employer:

Philadelphia Youth Network, Inc.

714 Market Street Suite 304
Philadelphia, PA 19106

Signature of Owner or Manager:

D. To be completed by examining physician, certified nurse practitioner or certified registered nurse practitioner employer by the board of school directors, by the minor's family physician designated by the prospective employer.

I hereby certify that the minor named on this form has been thoroughly examined and:

___ is physically qualified for the employment specified in the statement of the prospective employer.

___ is physically qualified for the period of ___ after which time a new examination is required.

Signature of Examiner: Address of Examiner: