SAINT PAUL
The Most Livable City in America

YOUTH JOB CORPS

Frequently Asked Questions

What is Youth Job Corps?	The **Youth Job Corps (YJC)** program connects Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive and prosper. Qualified candidates for this program will have the opportunity to gain exposure to a variety of occupations throughout the city.
Am I eligible to work for YJC?	**Youth Job Corps (YJC) eligibility rule:** to be eligible to work through the YJC program, an applicant must: • be a resident of the City of Saint Paul • be no younger than 14 and no older than 24 before the start date of employment • meet low-income eligibility criteria Unsure of your eligibility for YJC? Submit an application. ***Eligible applicants will receive an invitation to attend an orientation.***
What is orientation?	*All YJC applicants who are eligible for the YJC program are required to attend orientation*. Orientation will include completing payroll packets and going over payroll procedures.
What should I bring to orientation?	Your orientation letter will detail all of the items that you are required to bring to orientation. *All applicants must bring acceptable I-9 Documents. This includes a valid social security card and photo ID, such as a school ID.* If you do not have a social security card, visit www.ssa.gov/ssnumber for information on how to obtain. You may be asked to bring proof of your family's household income, documentation of a disability, or verification of your eligibility to work in the United States. **If you forget to bring the requested materials or you do not attend your scheduled orientation; you will be ineligible to work through the YJC program**. Please read your orientation letter very carefully and follow the instructions!
How many hours can I work? What are the wages? How am I paid?	YJC workers average 15 hours per week and are paid $7.25 per hour. Youth will be paid on a bi-weekly basis using our Accelapay card system.
How can I apply for YJC?	The YJC application will be available online at www.stpaul.gov/jobs from February 18 until March 15 in 2013. If you would like to be notified of the YJC application enrollment dates, please sign up for email updates online at www.stpaul.gov/yjc or follow YJC on Facebook at www.facebook.com/youthjobcorps or Twitter at @YouthJobCorps.
I submitted an application for YJC. What happens next?	Orientation letters will be mailed to you during the week of March 25 - 29. Be sure to stay in touch with your mail box! Ineligible applicants will receive an email notice. Call us if more than 2 weeks have passed since the application deadline and you still have not received anything by mail or email.

I attended orientation. Did I get the job?	Not yet. You will continue your job search on April 18 at the YJC Career Expo and search available jobs using the YJC online job bank. We encourage all eligible participants to attend the YJC Career Expo on April 18. The event will provide you with an opportunity to learn about all of the jobs available through YJC and meet potential supervisors and employers face-to-face. The YJC Career Expo location is TBD. User names and passwords for the YJC online job bank will be distributed at the Career Expo and will also be emailed to you. You will have from April 18 until April 26 to visit the YJC online job bank, search jobs, and select your top 5 preferences. Job choices must be submitted no later than midnight on April 26. Worksites will conduct their interviews during the month of May so be sure that you have a resume and are prepared for an interview. **Please remember that is your responsibility to conduct a job search using the YJC online job bank. Submitting your interest in a position does not guarantee you the position.**
Where will I work? Will I work close to home?	The YJC online job bank will allow you to search for positions based on address, work schedule, career path, and other factors so that you can find a position that matches your interests and/or is close to home.
How long will my employment last?	Most jobs will begin on June 17, 2013 and end on August 23, 2013.
What if I have summer school?	Attending summer school does not disqualify you from working. However, the job opportunities available to you may be limited.
I applied for YJC and received an ineligible notice	If your application was incomplete or was not completed correctly you may be ineligible for YJC. **Be sure to read the application carefully and be sure that the information is correct before you submit it!**
I received a waiting list post card.	We receive over 1,500 applications for approximately 500 YJC positions each year. **Please remember that applying for Youth Job Corps does not guarantee you employment.**
Can I be fired from my job?	You can be fired from your work assignment. Be sure to come to work on time and on schedule everyday and be prepared to work. It is an expectation that you will work well with others, show initiative and be productive.
How do you define economically disadvantaged or at-risk youth?	An individual whose total family income that does not exceed 80% of the metropolitan median family income level. For example, individuals who receive free or reduced price school lunch are considered to be economically disadvantaged. At-risk youth may be pregnant/parenting, potential or actual dropouts, juvenile offenders, homeless, foster children, receiving public assistance or have a disability.

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