



**CITY OF SACRAMENTO**  
Department of Parks and Recreation  
Landscape and Learning Program



# **YOUTH AIDE**

## **Job Announcement**

The Landscape and Learning program is an employment program operated by the City of Sacramento, Department of Parks and Recreation for young people between 14 and 17 years of age. Youth will be hired to **work six hours per day, Saturdays and Sundays**. Youth Aides work in groups, including an adult supervisor, providing park maintenance in City parks. Typical duties include general weeding, trimming and restroom cleaning. **Youth Aides are required to wear boots. If hired, the Youth Aide must provide their own boots and have them prior to the first day.** Hiking boots are acceptable.

**Print clearly using black or blue ink.** If any portion of your application is incomplete or not readable your application will not be considered for employment.

**SALARY:** \$10.50 per hour

**HOURS:** **Saturdays and Sundays;** 6 ½ hours per day (including a ½ hour unpaid lunch)  
8:00am – 2:30pm

**DATES:** **March 11 - May 14, 2017 (no program Sunday, April 16<sup>th</sup> in observance of Easter)**

**DEADLINE: Monday, January 9, 2017 (4:00PM)**

**ALL YOUTH MUST MEET THE FOLLOWING REQUIREMENTS AND SUBMIT THE FOLLOWING INFORMATION:**

**AGE:** Applicants must be 14 to 17 years old on Friday, March 3, 2017.

**RESIDENCE:** **Applicants MUST reside within the city limits of the City of Sacramento.** Please note: not all Sacramento address are within the city limits of Sacramento.

**CITIZENSHIP:** Applicants must submit a copy of their signed Social Security Card and a clear copy of their photo identification card **at the time of employment (please do not submit with this application packet).** Acceptable photo identification includes California I.D. card, and a current year school I.D.

**In addition, all forms attached must be completed and submitted.**

FOR ADDITIONAL INFORMATION, PLEASE CONTACT  
(916) 808-8929

City of Sacramento- Belle Cooleedge Community Center  
5699 South Land Park Drive  
Sacramento, CA 95822



**Applications will NOT be accepted after Monday, January 9<sup>th</sup> - 4:00PM, no exceptions.**

**Postmarks, emails and faxes are not accepted.**

**AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**



DEPARTMENT OF  
PARKS AND RECREATION

**CITY OF SACRAMENTO**  
CALIFORNIA

5699 SOUTH LAND PARK DRIVE  
SACRAMENTO, CA 95822  
(916) 808-5610

**NAME** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
Last First Middle

**ADDRESS** \_\_\_\_\_ nearest cross street \_\_\_\_\_  
Number Street Apartment #

\_\_\_\_\_ Zip Code  
City State

**MAIN PHONE** \_\_\_\_\_ **ALTERNATE PHONE** \_\_\_\_\_

**BIRTH DATE** \_\_\_\_\_ (Age requirement 14-17) **SOCIAL SECURITY # (last 4 digits)** \_\_\_\_\_

**Will you require special testing arrangements?** \_\_\_\_\_

**HAVE YOU WORKED FOR THE LANDSCAPE AND LEARNING PROGRAM BEFORE?** Yes \_\_\_ No \_\_\_  
If so, when? \_\_\_\_\_

**WHAT SCHOOL ARE YOU ATTENDING?** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**LIST ANY WORK EXPERIENCE, SCHOLASTIC ACHIEVEMENT, AND VOLUNTEER WORK THAT YOU HAVE DONE. (Include babysitting, yard work, etc.)**

**CONVICTIONS:** Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check and verification. You may omit: a) Traffic violations (driving under the influence must be reported); b) Any conviction committed prior to your 18<sup>th</sup> birthday which was finally adjudicated in Juvenile Court or under a youth offender law; c) Any incident sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.

**FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT.**

1. Have you ever been convicted by a court of a misdemeanor? YES \_\_\_ NO \_\_\_
2. Have you ever been convicted by a court of a felony? YES \_\_\_ NO \_\_\_
3. If YES to 1 or 2, state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE:

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request of the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Landscape & Learning Program**  
**Media Release Agreement**

Youth Aide Applicant/Employee,

Please read the following agreement and sign at the bottom, in addition your parent/guardian must also sign.

I understand that my son/daughter/self \_\_\_\_\_ may be photographed,  
Print name of Youth Applicant/Employee

videotaped, or interviewed while at work with the Landscape & Learning program. I give permission to the City of Sacramento's Landscape & Learning program to release the images and/or interviews of my son/daughter/self to media organizations, to use them in Landscape & Learning publications and/or to use them in an informational video created about the Landscape & Learning program.

\_\_\_\_\_  
Youth Applicant/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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**Landscape & Learning Program  
Transport Permission Form**

The City of Sacramento, Landscape & Learning Program is committed to providing a variety of opportunities to young people who are hired. A combination of work experience, leadership training, work readiness activities, and exposure to community recourses will be offered during the program.

Youth Aides will be traveling to different park sites as part of their work experience. Transportation will be provided by the City of Sacramento.

I authorize the City of Sacramento and Landscape & Learning staff to transport my son/daughter,  
\_\_\_\_\_, to each work site during the regular work day.

print name of applicant

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Emergency Phone Number

**Landscape & Learning Program**  
**Youth Aide Employment Agreement**

I, \_\_\_\_\_, agree to:

- Be supportive and encouraging to my co-workers.
- Be a team player.
- Use acceptable language at all times.
- Not be under the influence or in possession of illegal drugs or alcohol while at work.
- Refrain from the use of tobacco products (cigarettes, chewing tobacco, etc.) while at work.
- Notify my supervisor immediately if I need to be absent or late to work.
- Follow the dress code.
- Use telephone during work hours for emergency only.
- Bring a lunch with a reusable water bottle each day.
- Be responsible for my own property.
- Be respectful to all co-workers and supervisors.

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Youth Applicant Signature

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Date