

Employer Application for Summer Youth Employment Program

The Summer Youth Employment Grant Program is available to any business located within the City Limits of Tomball, Texas. The SYEP grant program is a reimbursement of wages for a summer intern(s) paid at \$15 an hour up to 20 hours per week not to exceed 140 hours of pay during employment. After completion of the 140 hours the company can submit for reimbursement by showing proof of hours worked, proof of paystubs, and a brief description of intern(s) performance and duties accomplished. The Company is responsible for any hours worked over the 20 hours a week or over the 140 program hours.

*1. Name of Business/Organization:

*2. Name of Business/Organization representative (name of person completing this form):

*3. Email address of representative:

*4. Phone number of representative:

*5. Business/Organization address (where your intern(s) will report to):

*6. Please provide the name of the supervisor working directly with the intern(s) during the summer:

*7. Email address of supervisor:

*8. Phone number of supervisor:

*9. Please indicate the category that best describes this Business/Organization:

- Automotive
- Construction and Trades
- Distribution
- E-commerce
- Financial services
- Healthcare
- Law and legal
- Media and entertainment
- Manufacturing
- Wholesale
- Other: _____

*10. How many interns is your Business/Organization able to host this summer? (max 2)

*11. What shift hours can intern(s) expect to work during their summer internship at your workplace?

- 8:00 AM - 12:00 PM
- 1:00 PM - 5:00 PM
- 9:00 AM - 1:00 PM
- Other: _____

*12. Please provide a brief description of what your Business/Organization does and products that the intern will learn about if applicable.

*13. Please provide a brief description of the internship opportunity. Please include potential tasks and projects for intern(s).

*14. Would you like assistance in planning and structuring the task and activities for the interns during their internship?

Yes

No

*15. Are there specific skills or qualifications you're seeking in potential interns that would align with the task and responsibilities of this internship?

*16. Anything that you would like to share with our team?

The application window for students to apply is March 18th thru April 19th, 2024. The TEDC will send the Students applications to the businesses to review by April 22nd. It is the businesses responsibility to schedule interviews between April 29th and May 24th. Interviews may need to be scheduled during late afternoon to coordinate with he student's school schedule. Once the participating business selects their intern(s) they will need to notify the TEDC to obtain a Pre Drafted Job Offer Letter. This letter will certify the approval of the TEDC grant funds for the intern(s) hired.

For more information, feel free to email me at twooten@tomballtxedc.org or call us at 281-401-4086

*Please attach a copy of the Business/Organization logo:



Certification

[I/We], the undersigned APPLICANT, certifies that all the information furnished to the Tomball Economic Development Corporation (the “TEDC”) associated with this application has been furnished freely by the APPLICANT, and the APPLICANT further acknowledges that the APPLICANT has no rights or privileges to be relied on as part of any application submitted to the TEDC. In addition, the APPLICANT acknowledges that the TEDC, in its sole discretion, may or may not grant the Summer Youth Employment Grant (the “Grant”) contemplated in this application, and that the APPLICANT has no legal right to rely on any previous action taken by the TEDC in this or any similar application. The APPLICANT additionally acknowledges that if a Grant is issued to the APPLICANT, then the TEDC, in its sole discretion, may take appropriate actions to recapture the Grant amount if the APPLICANT does not satisfy all applicable terms of the Grant program.

Signed and submitted to the Tomball Economic Development Corporation on this _____ day of _____ 2024.

Applicant

Signature

Phone No.:

