

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 interns 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 INTERNS WILL REPORT TO):

*6. PLEASE PROVIDE THE NAME OF THE SUPERVISOR WORKING DIRECTLY WITH THE INTERN DURING THE SUMMER:

*7. EMAIL ADDRESS OF SUPERVISOR:

*8. PHONE NUMBER OF SUPERVISOR:

*9. PLEASE INDICATED 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 ORGANIZATION ABLE TO HOST THIS SUMMER? (MAX 2)

*11. WHAT SHIFT HOURS CAN INTERNS 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 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 INTERNS.

*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. Interviews need to be coordinated between **April 29th and May 24th**. *Interviews will need to be scheduled in late afternoon to coordinate with the student's school schedule. Once the participating business selects their intern(s) they will need to send out a Job Offer Letter to the intern and the TEDC no later than May 31st, 2024.

Please mark here if you would like the TEDC to send you a Drafted Job Offer letter.

YES

NO

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:

