



Job Request Form

Agency Name: _____

Address: _____

City, State & Zip: _____

Phone: _____

Contact Person: _____

Email Address: _____

Address youth will report to on the first day, if different from above:

The summer program runs from June 3rd – August 2nd. Step-Up participants have 2 weeks of program orientation and career preparation training and will be available for worksite placement on Monday, June 17.

| Name of Position | # of Positions | Work Hours (to-from) | Work Days | Supervisor Name |
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If you have a preference for a youth to fill a position, please indicate the name of the youth and position to be filled:

Name: _____

Position Title: _____

Job Description

Job Description:

Specific Qualifications:

Does this position require drug testing yes no, and/or a background check yes no

Skills to be obtained:

***If more than one position please complete a job description for each different position**

Please return this form by email upon completion

Moniki Cannon, Step-Up Omaha! - 2401 Lake Street, Omaha, NE 68111

For more information please contact us at: Phone 402-502-5153

E-mail: mcannon@empoweromaha.com