



## 2020 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 2020 summer program runs from June 1<sup>st</sup> – July 31<sup>st</sup>. Step-Up interns have 2 weeks of program orientation and career preparation training and will be available for worksite placement on Monday, June 15th. If you would like your intern to report prior to this date, please indicate that on this form.

Name of Position	# of Positions	Work Hours (to-from)	Work Days	Supervisor Name

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: \_\_\_\_\_

# Job Description

Position Title 1: \_\_\_\_\_

Job Description:

Specific Qualifications:

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

Skills to be obtained:



## 2020 Job Request Form

Position Title 2: \_\_\_\_\_

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 job description, please complete a separate form for each description.**

**Please return this form by email upon completion**

Moniki Cannon, Step-Up Omaha! Employment Director

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For more information please contact us at: Phone 402-614-2065