



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 2021 summer program runs from June 7st – August 6th . Step-Up participants have 2 weeks of program orientation and career preparation training and will be available for worksite placement on Monday, June 21st. If you are in need of your intern prior to this date, please indicate that on this form. **(If you need your intern(s) earlier than June 7th, please make sure to let us know that preferred start date: _____)**

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 and/or a background check yes no

Skills to be obtained:



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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 position please complete a job description for each different position**

Please return this form by email upon completion

Step-Up Omaha! Team

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