



# 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 2022 summer program runs from June 6<sup>th</sup> – August 5<sup>th</sup>. Step-Up participants have 2 weeks of program orientation and career preparation training and will be available for worksite placement on Monday, June 20th. 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 6<sup>th</sup>, 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