



June 1, 2008

Dear Prospective Employer:

Summer jobs are one of the best ways to provide youth information about the skills and expectations of employers in the Greater Richmond Region. A summer job can demonstrate the correlation between academic performance and success in the workplace. A summer job also creates mentor relationships between youths and those who supervise them on the job. The Summer Job Hunt is an opportunity for your company to invest in youth in a meaningful way this summer.

Young people in the Greater Richmond Region are searching for opportunities to find work this summer, not just any work, but work that provides access to industries and companies with career opportunities now, during and after post secondary education.

The Summer Job Hunt offers an opportunity to identify young workers eager for a chance to learn about your company, your industry and the many job opportunities within it. Many vacancies go unfilled during the summer months because employers and young workers fail to find each other. The Summer Job Hunt is a way to make the connection.

Pick-up the phone and place a summer job order with the Capital Area's Summer Job Hunt—226-1941. Ask for the Summer Job Hunt Account Executive, **Carla Cosby**. We look forward to meeting your summer employee needs. For more information, please contact **Carla** at 226-1941.

Sincerely,

A handwritten signature in black ink that reads "Cordell Briggs". The signature is written in a cursive style with a large, prominent "C" and "B".

Cordell Briggs  
Capital Area Workforce Investment Board

5410 Williamsburg Road  
Sandston, Virginia 23150

Phone (804) 226-1941  
TDD (800) 828-1120  
Voice Users (800) 828-1140

Fax (804) 236-0503



# Got Work?

## *Capital Area Summer Job Hunt!* **HIRE YOUTH THIS SUMMER**

### **TOP 5 BENEFITS TO PARTNERSHIP**

1. It's a small investment for a big return! When you put youth to work, they are more likely to graduate from high school and become productive citizens, thereby strengthening the economy and the region's economic vitality.
2. Hiring youth is a good way to cultivate the region's demand for a high skilled 21<sup>st</sup> century workforce.
3. It's a win-win situation. Young people gain work experience and skills while companies develop a pool of experienced hires for on-going and future employment opportunities.
4. Employers who support and mentor young workers reap professional and personal rewards from the results of their efforts.
5. The Summer Job Hunt consists of high quality academic and work readiness preparation and involves a variety of partners working with employers to ensure success for each youth hired.

Contact the Capital Area Summer  
Job Hunt Account Executive

Phone: 804.226.1941  
Fax: 804.236.0503  
E-Mail: [cawib@cawib.org](mailto:cawib@cawib.org)

Got Work?... Get Connected... Call 226-1941 ..... Got Work?... Get Connected... Call 226-1941

#### Hire Youth

Jobs may be full-time or part-time

#### Hire Youth

Employers are required to pay at least minimum wage

#### Hire Youth

Employers and youth are assisted by an account executive

#### Hire Youth

Youth may remain on staff beyond the summer program period, if requested

#### Hire Youth

Youth are between the ages of 16-21

#### Hire Youth

Summer jobs can last at least 6-8 weeks. Begins late June and ends mid-August. Can be modified for employer needs.



## YouthWork Job Order Form

**Taken By:**

**Today's Date:**

**FEIN#:**

### EMPLOYER GENERAL INFORMATION

**Business/Organization:**

**Contact Name:**

**Contact Title:**

**Mailing Address:**

**City:**

**Zip:**

**Physical Address:**

**City:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Minimum Hiring Age:**

**Type of work available:**  full time  part time

### EMPLOYER CLASSIFICATION INFORMATION

**Which industry best describes your business/organization:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Automotive             | <input type="checkbox"/> Childcare/Recreation            | <input type="checkbox"/> Communications/Media  |
| <input type="checkbox"/> Computers/Technology   | <input type="checkbox"/> Construction                    | <input type="checkbox"/> Education             |
| <input type="checkbox"/> Elderly Services       | <input type="checkbox"/> Finance/Banking                 | <input type="checkbox"/> Government/Nonprofits |
| <input type="checkbox"/> Grocery                | <input type="checkbox"/> Health Care                     | <input type="checkbox"/> Hospitality/Hotels    |
| <input type="checkbox"/> Janitorial/Maintenance | <input type="checkbox"/> Landscaping                     | <input type="checkbox"/> Law/Public Safety     |
| <input type="checkbox"/> Manufacturing          | <input type="checkbox"/> Personal Care (hair/nail salon) | <input type="checkbox"/> Restaurants/Fast Food |
| <input type="checkbox"/> Retail                 | <input type="checkbox"/> Other _____                     |  |

**Please select the work environment(s) that best describes your business/organization (limit 3):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Work outside           | <input type="checkbox"/> Work with food      | <input type="checkbox"/> Work with hands |
| <input type="checkbox"/> Work with older people | <input type="checkbox"/> Work with computers | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Work with children     | <input type="checkbox"/> Work in office      |  |

### JOB CLASSIFICATION INFORMATION

**Job Title:**

**Requested Start Date:**

**Wages: \$ /hr**

**Job Duties/Preferred Skills:**

**Position Location (if different from above):**

**Position Supervisor:**

**Phone #:**

**Job Title:**

**Requested Start Date:**

**Wages: \$ /hr**

**Job Duties/Preferred Skills:**

**Position Location (if different from above):**

**Position Supervisor:**

**Phone #:**

**JOB CLASSIFICATION INFORMATION CONTINUED**

<b>Job Title:</b>	<b>Requested Start Date:</b>	<b>Wages: \$ /hr</b>
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**Job Duties/Preferred Skills:**

**Position Location (if different from above):**

<b>Position Supervisor:</b>	<b>Phone #:</b>
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<b>Job Title:</b>	<b>Requested Start Date:</b>	<b>Wages: \$ /hr</b>
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**Job Duties/Preferred Skills:**

**Position Location (if different from above):**

<b>Position Supervisor:</b>	<b>Phone #:</b>
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<b>Job Title:</b>	<b>Requested Start Date:</b>	<b>Wages: \$ /hr</b>
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<b>Position Supervisor:</b>	<b>Phone #:</b>
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<b>Job Title:</b>	<b>Requested Start Date:</b>	<b>Wages: \$ /hr</b>
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**Job Duties/Preferred Skills:**

**Position Location (if different from above):**

<b>Position Supervisor:</b>	<b>Phone #:</b>
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*For Office Use Only:*

<input type="checkbox"/> Requested/Received Job Description(s)	<input type="checkbox"/> Referred to Ashlin
<input type="checkbox"/> Appropriate for Ages _____	<input type="checkbox"/> Referred to _____
<input type="checkbox"/> Checked FEIN # _____	<input type="checkbox"/> Referred to CAWC