

MYCITY KALAMAZOO FREQUENTLY ASKED QUESTIONS

Applications for the 2018 MyCITY Kalamazoo OPEN on Monday, February 26, 2018 and will CLOSE on Saturday, April 7, 2018.

Selection into the Career 101 and Career 2.0 MyCITY Kalamazoo pathways will be chosen at random by an unaffiliated third-party entity from a list of all applications received. The random drawing process will be completed on or about April 18, 2018. CareerNOW participants will be chosen after an interview and assessment process. All MyCITY Kalamazoo applicants will be contacted via email, within 5-7 business days of the random drawing process, with additional information about the next steps. Completing the application does not guarantee eligibility or participation in the program.

Eligibility for the program will be determined after the online application is complete, the required documents have been uploaded, and MyCITY staff have reviewed and accepted all submission. Youth Opportunities Unlimited reserves the right to limit participation based on available employment opportunities. If selected for MyCITY Kalamazoo, you will be notified by email.

To complete the on-line application, you will need the following information:

- Name and home street address
- Applicant phone number as well as parent/guardian phone number if under the age of 18
- Valid email address (email address must be unique for each applicant)
- Eligibility documents (see required documents question below) ready for upload to the MyCITY Online Portal
- Be able to answer questions regarding school status and name of school attending
- Be able to answer questions related to your career interests and passions

Do I need my parent/guardian with me to apply?

A parent/guardian signature is not required during the application process but will be required prior to being placed into your paid work experience.

When does online application open, how will I apply?

- The ONLINE application opens on February 26, 2018.
- All applications must be completed ONLINE. To complete the application, you will need a computer or other device that is connected to the internet.
- You will find the ONLINE application link at www.kresa.org/mycity

Who can participate in the 2018 MyCITY Kalamazoo Summer Youth Employment Program?

- You must be ages 14-21 as of June 18, 2018, and
- **You must live within Kalamazoo's City limits (not Kalamazoo Township).** Please contact Y.O.U. if you are unsure whether your address is located within the Kalamazoo City limits you may [CLICK HERE](#) to check the City of Kalamazoo Street Guide Directory.

When is the 2018 program, and how long will it last?

- Eligibility determinations, registration and job site placement will be taking place from April 2018-May 2018
- The official MyCITY Kalamazoo start date will be June 25, 2018, but specific dates may vary depending on program pathway, and job site. Career 101 will run approximately six weeks, Career 2.0 will run approximately seven weeks and CareerNOW approximately eight weeks (subject to change).

If I registered last year, do I need to register in 2018

Yes, applicants will only be selected from the complete application and eligibility process during the 2018 registration period.

Can I register my sister or brother at the same time?

- No, each person must register individually
- Each person must have their own email account

I don't have a computer at home. How will I register online?

- Open computer lab hours will be available at Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, MI, Monday and Wednesday's from 3-5pm through Wednesday, April 4, 2018.
- If you have a smartphone, or a phone with internet access, you may be able to complete the application process using the phone even if you do not have a computer.

What if I don't know my social security number and don't have a social security card?

A Social Security card is required for being placed into a job. You MUST have your social security number to complete the eligibility process. For additional information on how to obtain a social security card please visit www.socialsecurity.gov/ssnumber/

If you have applied for a new or replacement Social Security card but have not received the Social Security card at the time of uploading your documents to MyCityYOU.org, you may upload the receipt received from the Social Security office showing that you have applied for a new (replacement) card. Please Note: the actual Social Security card will be required prior to being placed into a job.

If you need financial assistance obtaining eligibility documents, please contact Y.O.U. at 269-775-1660.

I don't have an email address? How can I get one?

- You can sign up for a free email address through many different email providers such as: Google, Yahoo, and Hotmail.
- The email address is how MyCITY Kalamazoo staff will communicate with you after completing the ONLINE application so be sure to check your email inbox often.

My parent/guardian doesn't want me to have an email account.

Email is the fastest and easiest way for you to apply and stay connected with us. MyCITY Kalamazoo only uses email addresses and phone numbers to contact you about employment and other opportunities available through Youth Opportunities Unlimited.

If I apply, what other documents will I need to participate in the program?

Birthdate/Age *(Please upload one of the following options for the MyCITY applicant)*

A. If applicant is under the age of 18 years of age:

- Birth Certificate

B. If applicant is 18 years of age and older:

- Birth Certificate
- Driver's License or State issued ID card *(should list current address and not be expired)*
- U.S. Passport or U.S. Passport Card *(must be current as of application date)*
- Registered Alien Card

Identification *(Please upload one of the following options for the MyCITY applicant)*

A. If applicant is under the age of 18 years of age:

- Driver's License or State issued ID card *(should list current address and not be expired)*
- School ID Card with a Photograph *(must be from the 2017/2018 school year)*
- School record or report card *(must be from the 2017/2018 school year)*

B. If applicant is 18 years of age and older:

- Driver's License or State issued ID card *(should list current address and not be expired)*

Authorization to Work in the U.S. *(Please upload one of the following options for the MyCITY applicant)*

- Social Security card *(Needs to be signed by the applicant)*
- Employment authorization document issued by the Department of Homeland Security

City of Kalamazoo Residency

Note: You must live within the Kalamazoo City limits as of the start date of the MyCITY Kalamazoo Summer Youth Employment program to be eligible. If you move prior to the start of MyCITY, you must report your change of address and eligibility will be determined according to the updated address.

A. If applicant is under the age of 18 years of age: *(Please upload one of the following options for the MyCITY applicant)*

- Driver's License or State issued ID card *(should list current address and not be expired)*
- Michigan high school, college or university report card or transcript *(must be from the 2017/2018 school year and must include the applicants current address)*
- For applicants under the age of 18 one of the following options in parent/guardian name may be used to document Kalamazoo residency however, the parent/guardian name listed on the document must be the same parent name listed on the applicant's birth certificate or court ordered legal guardianship documentation must be provided. Documentation should include current address.
 - City of Kalamazoo water bill *(within the last 90 days)*
 - Mortgage, lease or rental agreement *(must be current as of application date)*
 - Life, health, auto or home insurance policy *(must be current as of application date and include the applicant address)*
 - Utility bill *(ie. Consumers Energy) (within the last 90 days)*
 - Account statement from a bank or other financial institution issued within the last 90 days *(must include the applicant address)*
 - Federal, state or local government documents, such as receipts, licenses or assessments *(issued within the last 6 months and include the applicant address)*
 - Michigan title and registration *(issued within the last year and include the applicant address)*

B. If applicant is 18 years of age and older: *(Please upload one of the following options for the MyCITY applicant)*

- Driver's License or State issued ID card *(should list current address and not be expired)*
- City of Kalamazoo water bill *(within the last 90 days) (must be listed in the applicant name)*
- Mortgage, lease or rental agreement *(must be current as of application date) (must be listed in the applicant name)*
- Life, health, auto or home insurance policy *(must be current as of application date and include the applicant name and address)*
- Utility bill *(ie. Consumers Energy) (within the last 90 days) (must be listed in the applicant name)*
- Account statement from a bank or other financial institution issued within the last 90 days *(must include the applicant name and address)*
- Federal, state or local government documents, such as receipts, licenses or assessments *(issued within the last 6 months and include the applicant name and address)*
- Michigan title and registration *(issued within the last year and include the applicant name and address)*

I don't have a certified copy of my birth certificate. How can I get one?

- If you were born in Kalamazoo County, you may get a copy of your birth certificate from the Kalamazoo County Court House,
- If born in another state, you will find additional information at <http://www.cdc.gov/nchs/w2w/index.htm>
- If you need financial assistance obtaining eligibility documents, please contact Youth Opportunities Unlimited at 269-775-1660.

How will I be paid if selected into the MyCITY Kalamazoo?

You will be paid bi-weekly according to the Kalamazoo RESA pay schedule. Specifics regarding pay dates will be provided during the work experience orientations which are scheduled closer to the start date of the program.

Will there be a background check?

Yes, a background check will be conducted on all youth selected into MyCITY Kalamazoo.

Once I complete the ONLINE application process, what happens next?

The ONLINE application is a two-step process. *Step one* is to complete the application and *step two* requires the uploading of eligibility documents. Once *step one* is complete, you will be automatically directed to the eligibility document screen (*step two*). All documents for *step 2* must be uploaded prior to the closing of applications, which is scheduled for April 7th. You may upload the eligibility documents at any time between the date of completing the application (*step 1*) and April 7th by logging into MyCityYOU.org using your email address and password.

How many jobs are there?

The number of jobs depends on numerous factors still being worked on. No matter the number of jobs, you still must register. However, registering does not guarantee you a job – there may be more applicants than jobs.

What kind of jobs are there?

Examples include clerical, light cleaning, landscaping, gardening, child care, filing, and answering telephones.

Please note, many jobs are outside. This is especially the case for Career 101 participants. Please understand that participant must be available to work at the assigned job site. Self-selecting sites and/or type of work is not possible.

Do I get paid for Holiday?

No. Youth will only be paid for the hours actually worked.

Am I guaranteed a job placement once I apply?

No, placement is not guaranteed. Placement will be determined by the number of applicants that submit documentation and a random selection process. MyCITY Kalamazoo reserves the right to limit participation based on available employment opportunities.

Is there a waiting list for Jobs?

There may be, but it depends on the number of applicants applying and available positions.

Explain the different pathways

Career 101 (ages 14-15) can earn wages for a combination of employment and educational components. Please note: this group of applicants will likely be working outdoors. Average hours per week will range from 14-17.

Career 2.0 (ages 16-21) can earn wages for approximately 18-22 hours per week which will consist primarily of employment, career exploration activities and educational components.

CareerNOW (ages 18-21) can earn wages for participating in career training, related work experience and career exploration activities. Hours for this pathway vary. All applicants must be prepared to enter the workforce full-time upon the completion of the program.

How can I get more information?

- Email mycitykzoo@kresa.org with questions
- Call Youth Opportunities Unlimited between 8:00 am and 5:00 pm, Monday-Friday at 269-775-1660