



## New York Youth Jobs Program: 2018 Business Certification

All fields must be completed unless marked optional.

Mail the completed application to the address shown above or fax it to (518) 485-2577.

For questions or help, call (877) 226-5724 or email [youthjobs@labor.ny.gov](mailto:youthjobs@labor.ny.gov)

1. Business Name: \_\_\_\_\_ 2. FEIN: \_\_\_\_\_

3. Industry Sector: \_\_\_\_\_

4. Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 8. Worksite Location  Same as business address  
\_\_\_\_\_  
\_\_\_\_\_

5. City: \_\_\_\_\_ 9. City: \_\_\_\_\_

6. State: \_\_\_\_\_ 7. Zip Code: \_\_\_\_\_ 10. State: \_\_\_\_\_ 11. Zip Code: \_\_\_\_\_

12. My business is within a reasonable commuting distance of these target areas (Check all that apply)

City limits of:

- Albany  Buffalo  Mount Vernon  New Rochelle  New York City (5 boroughs)
- Rochester  Schenectady  Syracuse  Utica  White Plains  Yonkers
- additional area

Towns of:

- Brookhaven  Hempstead  additional area

13. Recertifying for New York Youth Jobs Program:

- My business is new to the New York Youth Jobs Program.
- My business is already certified in the New York Youth Jobs Program.

Contact name: \_\_\_\_\_ Job title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number (optional): \_\_\_\_\_

14. If you are a third party submitting this application on behalf of the business please provide the following contact information for a Representative at the business. Contact name \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone number \_\_\_\_\_

15. Preferred method of contact by the Department of Labor

- Phone  Email

Unless you request to be contacted by phone, we use email for more efficient communication.

## Terms of Service Agreement

1. I will post all New York Youth Jobs Program job openings for my company on the New York State Job Bank, to the maximum extent feasible.

Self-posting – This free service allows you to manage your job orders throughout the recruitment process. For new users, registration approval may take up to 3 business days.

<http://newyork.us.jobs>

Indexing – Indexing is a free feature of the NYS Job Bank. It allows jobs posted on your own corporate website to upload to the Job Bank daily. This feature helps you reach more jobseekers while saving you from having to post positions in multiple places. Simply add, change or close available job postings on your own site and the information updates daily in the NYS Job Bank.

<http://us.jobs/indexingrequest.asp>

2. I will confirm the hires of certified youth with the NYS Department of Labor.
3. I agree to allow The NYS Department of Tax and Finance to share my wage records with the NYS Department of Labor.
4. The pay offered for this position is comparable to wages offered for similar jobs, with appropriate adjustments for experience and training.
5. My business has not intentionally reduced its existing workforce (i.e., terminated an existing employee or given an existing employee a partial work reduction) in order to hire a worker certified for the New York Youth Jobs Program.
6. I understand the reason a youth qualifies for this program is private personal information, and agree to not ask the youth to explain or describe the reason(s) they qualify for the program.
7. To the best of my knowledge, this information is true, correct and complete. I am aware that there are significant civil and criminal penalties for filing false documents or other information with the government.

When I check this box and submit this form, I agree to the statement above.