

Application Instructions

Please **READ ALL** instructions on this page before beginning the Summer Youth Employment Program application so that you can complete the entire process efficiently.

Here's what you can expect from this year's Summer Youth Employment Program:

- Students will be able to complete and submit the on-line application from March 8 until April 9, 2010
- In April, eligible students ages 16 and over will attend PreScreening Interviews
- All students will be required to bring in necessary documents to one single location where City and RochesterWorks staff will serve at the following address:*

**Bureau of Youth Services
25 Franklin St., 2nd Floor
Sibley Building, Suite B5
Rochester, NY 14604**

*If you live outside the city's limits and need an alternative to drop off your application please call **428-6366**

- Parents of 14 and 15 year old applicants will be contacted regarding mandatory Parent Orientations in May


On-line application:

We are now requesting that all applications be completed on-line. This first login **REQUIRES** a valid email address where communications to the student will be sent. If the student does not have an email address, one can be easily created on publicly available websites such as [Google](#), [Yahoo](#), [Hotmail](#), [Gmail](#) or others prior to beginning the application.

If students need to complete this application or provide additional information at a later time, they will use the link "Returning to complete my Summer Youth Employment Application/SOOP" provided below using the Login ID and password they created the first time.

On this website, you will find help and training material that will assist you while completing your application. For example:

 [How to Recover my User ID or Password](#)

 In terms of job category, what would be your **FIRST** choice?

Do not hesitate to click on these links to receive further assistance.

When the application is complete, students are requested to click on the "Submit" button and then **PRINT** the 2-page document that will:

- Provide next steps
- Require additional signatures from the student, parent, or school administrator/counselor

Please use this link only if you have not created (yet) a Login ID and password [Create SYEP/SOOP Application for the first-time](#)

If you are a **Returning to complete/review** your Summer Youth Employment Application/SOOP [click here](#)