Youth Employment Service of Larchmont and Mamaroneck
Job Submission Form

Email: Click or tap here to enter text.

Contact First Name: Click or tap here to enter text. **Contact Last Name:** Click or tap here to enter text.

Phone Number: Click or tap here to enter text. **Alternate Phone Number:** Click or tap here to enter text.

Street Address: Click or tap here to enter text.

City: Click or tap here to enter text. **State:** Click or tap here to enter text. **Zip:** Click or tap here to enter text.

Company Name (if applicable): Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Job Categories
(Select only one checkbox from the boxes of job categories below.)

Tutoring/Coaching

☐Multiple Subjects (specify below in "Notes") ☐Art ☐Biology ☐Chemistry ☐Computer Science

☐Earth Science ☐English ☐Language – Chinese ☐Language – French

☐Language – Spanish ☐Language – Other (specify below in "Languages") ☐Math

☐Music (specify below in "Instruments") ☐Physics ☐Social Studies ☐Sports

☐Executive Function/Organization

Manual Labor / Retail / Office Work

☐Yard Work / Gardening ☐Moving Boxes / Furniture ☐Snow Shoveling ☐Help Around the House

☐Cleaning Out attic / garage / basement / etc. ☐Shelf Stocking ☐Cashier ☐Clerical

☐Research ☐Library ☐Personal Assistant ☐Receptionist ☐Customer Service

☐Auto Repair ☐Mechanical

Caretaking / Babysitting / Pet Care

☐Childcare ☐Eldercare ☐Dog Walking ☐Pet Sitting

Miscellaneous Services

☐DJ ☐Magician ☐Hostess ☐Community Service

☐Photography/Video Production/Design/Social Media ☐Technical / Computer Assistance

☐Lifeguard / Swim Instructor ☐Other (specify later in Notes)

Languages (from “Language checkbox, above)
What level tutoring are you seeking? (Select all that apply.)

☐Beginning ☐Intermediate ☐Advanced

Do you require a native speaker? ☐Yes ☐No

Instruments (From the “Music” checkbox, above)

What instrument do you want tutoring with? Click or tap here to enter text.

What level do you seek? Click or tap here to enter text.

Minimum Age (if applicable): Click or tap here to enter text.

Which, if any, of the following are required for this position?

☐Lifeguard Certification ☐CPR Certification ☐Working Papers ☐Driver's License

Location of Position

☐In-person ☐Remote ☐Either

Gender Preference for this Position

☐Female ☐Male ☐Non-binary ☐No Preference

Rate of Pay: Click or tap here to enter text.
(Please refer to the YES homepage for more information on local and state suggested rates of pay. If you are seeking a volunteer, please write "VOLUNTEER".)

Start Date: Click or tap here to enter text.

Is this a one-time job or ongoing? ☐One-Time ☐Ongoing

Hours/Week: Click or tap here to enter text.

Preferred Days of the Week

☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday ☐Saturday ☐Sunday

Job Location

☐Mamaroneck ☐Larchmont ☐Rye Neck ☐Other:

Additional Notes
(Provide any details we should know - for example, type of sport, multiple academic subject areas, or language you are requesting, specific job conditions or requirements, etc.)

Click or tap here to enter text.

Employer Agreement
(Please read and agree below.)

I understand that...

The Youth Employment Service of Larchmont-Mamaroneck, Inc. functions as a non-profit organization, charging no fee for its services, which consist of furnishing teenagers seeking employment with the names of prospective employers;

The Youth Employment Service of Larchmont-Mamaroneck, Inc. does not check the references of the teenagers it refers to me, nor does it undertake any investigations of the teenagers it refers to me, and that it assumes no responsibility for the teenagers it refers to me;

I/We agree to indemnify the Youth Employment Service of Larchmont-Mamaroneck, Inc. from any claims, losses, costs, or suits, for injuries, death or damages which may arise out of the employment of any teenager employed by me through your Agency;

New York State law requires minors 14 and 15 years of age to obtain an Employment Certificate (working papers) when using power-driven machinery whether the work is casual or regular. Minors 16 and 17 years of age are required to obtain an Employment Certificate when using power-driven machinery only if the work is regular. No one under the age of 18 is permitted to drive or use an extension ladder as part of their employment.

New York State law REQUIRES ALL TEENAGERS FROM 14 TO 18 YEARS OF AGE WHO WORK FOR COMMERCIAL ESTABLISHMENTS TO OBTAIN WORKING PAPERS.

I certify that I/we will undertake to comply with all applicable federal, state and local laws pertaining to the employment, health and safety of minors.

☐ **By checking this box, I certify that I have read the information contained herein and agree to the terms and conditions set forth.**