



<b>Office Use Only</b> Date Received _____
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## Job Assist Youth Program

### Employer Job Listing Application

Would you like CAPTAIN Community Human Services to promote job opportunities offered through your company/ organization? ☐ Yes ☐ No

Are you interested in offering your professional expertise to youth through employment-related skill building workshops, fairs, or trainings? ☐ Yes ☐ No

**Employer Information** *If local resident, please fill out name, address, and contact information*

Business/Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

**Job Opportunities**

Job Titles	Salary	Days/Hours of Job	Job Description

Age Range (If none specified, age range is 14 to 21 years): \_\_\_\_\_

Qualifications (special skills, work experience requested): \_\_\_\_\_

Do you require that candidates have a High School Diploma? ☐ Yes ☐ No

Special instructions or additional information: \_\_\_\_\_

How soon do you need these positions filled? \_\_\_\_\_

**Submit your application online at [www.captaincares.org](http://www.captaincares.org), via email to the contacts listed on the flyer, or by mail to: CAPTAIN CHS, 5 Municipal Plaza, Suite 3, Clifton Park, NY 12065.**

# Attention: Employers and Local Residents

## DO YOU NEED TO HIRE A YOUNG PERSON?

### Advertise job listings for FREE with Job Assist!

## About Job Assist

Job Assist is a **free** youth employment matching program for students/young adults and local employers, provided by CAPTAIN Community Human Services in partnership with the Saratoga County Youth Bureau. This program supports the enrichment of youth in our community and strengthens our local economy.

**How it works:** This free service is available to youth ages 14-21 who reside in the Shenendehowa Central, Ballston Spa, and Burnt Hills-Ballston Lake School Districts. Students interested in a job match sign up to receive job notifications that match their skills and interests.

**Students** receive job matching support and employment readiness skills related to interviewing, resume preparation, understanding the hiring process and setting professional expectations for the world of work.

**For more information** visit our website at [www.captaincares.org](http://www.captaincares.org), call 518-371-1185, or contact our staff directly:

Mara Gallagher, Job Assist Coordinator, [mgallagher@bscsd.org](mailto:mgallagher@bscsd.org)

Marcia Szablewski, Job Assist Coordinator, [marcia@captaincares.org](mailto:marcia@captaincares.org) or 518-729-7797

Jessica Valcik, Youth Development Manager, [jessica@captaincares.org](mailto:jessica@captaincares.org) or 518-371-1185

## ***Register with Job Assist today!***

To participate, please complete the attached application and mail it to CAPTAIN CHS at 5 Municipal Plaza, Suite 3, Clifton Park, NY 12065 or go online to our website at [www.captaincares.org](http://www.captaincares.org) and complete the application there!