



**SANDOVAL COUNTY
SUMMER YOUTH EMPLOYMENT PROGRAM
2016 CALENDAR OF EVENTS**

- March 14th -April 1st** **Applications available at:**
- **Human Resources Office in the Sandoval County Administration Building**
 - **Jemez Valley Community Center**
 - **Cuba Senior Center**
 - **Pena Blanca Community Center**
 - **Cochiti Pueblo Tribal Office**
 - **County Website: sandovalcountynm.gov**
- April 1st -5:00 p.m.** **Application Deadline - Application must be returned in person by the applicant.**
- April 5th -4:00 p.m.** **Lottery Drawing in Sandoval County Commission Chambers**
- April 6th -22nd** **Applicant & Employer Lists Finalized – SYEP Employee Placements Identified**
- April 25th –April 29th** **Acceptance Letters /Notification of Placement Mailed to SYEP Employees & Employers Notified of Placements**
- May 13th** **SYEP Employee New Hire Paperwork Due – Federal Form I-9 must be certified in person at the Human Resources Office**
- May 18th -9:00 a.m.** **Employer Orientation - Commission Chambers Sandoval County Administration Building**
- June 6th -8:30 a.m.** **First Day of SYEP – Mandatory Employee Orientation V. Sue Cleveland High School Cafeteria -Check in begins at 8:30 a.m. – Program begins promptly at 9:30 a.m.**
- July 29th** **Last Day of SYEP**