



SANDOVAL COUNTY
2016 SUMMER YOUTH EMPLOYMENT PROGRAM
EMPLOYER/SUPERVISOR QUESTIONNAIRE

1. Organization: _____
2. This organization is: _____ a governmental agency _____ a registered not-for-profit 510(c) (3) agency
3. Person responsible for supervising, training, and submitting time sheets for summer youth employee(s):
Name: _____ Phone: _____ Email: _____
4. Your organization can provide sufficient work for # _____ youth employee(s).
5. Identify skills that would be required for the position(s) (i.e. clerical, computer, recreation, maintenance):

6. Please provide a job title and brief description for each position requested (attach additional sheets if necessary):

7. The job site is located at:

(Please provide the exact physical address and cross streets, if possible)
8. Please identify the work schedule required -indicate the days of the week and times:
(Youth employees are permitted to work M-F between the hours of 8 a.m. and 6 p.m.)

Mon Tue Wed Thur Fri From ____:____ A.M / P.M. To ____:____ A.M./P.M.
9. This job position requires: Age 16 and over _____
Ability to work outdoors _____
Specialized Tools _____ (identify)
Specific Tribal Requirements _____ (identify)
Other _____ (identify)
10. Have you supervised youth employees in previous years? YES _____ NO _____
11. Is there a particular youth you would like to have placed in your organization?

Signature Title Date

Please mail or fax questionnaire on or before March 27th to: Sandoval County Human Resources
Summer Youth Employment Program
P.O. Box 40
Bernalillo, NM 87004
(505) 867-7505 / Fax (505) 867-9365