

APPLICATION

SFWorks is a program of the Second Family Foundation (SFF). It includes help with employment (through transportation & job coaching), academic & saving incentives, traveling & group events. SFWorks is for youth who want to follow the 7 tenets of SFF:

**We work to better our minds, bodies, and spirits, & make life better for others;**  
**We do not lie, cheat, or steal.**

Youth are eligible to apply to SFWorks through their Social Worker at Orange County DSS. Youth must be a freshman or sophomore in high school *and* at least 14 years of age. Youth must *want* to work at a job *and* on themselves. If eligible youth feel like SFWorks is a good fit for them, the SFF relationship flows through the age of 25-27 and includes individualized work and support after high school, so long as the youth continues to follow the 7 tenets of SFF and engages with SFF. This may or may not include pathways such as college/university, military, certificate & trade training, or ongoing sustainable employment and training, etc.

*Before applying, we'd like you to consider the following, to make sure SFWorks is a good fit for you.  
**Please spend time thinking about each question and initial if you will commit to each statement.***

Are you...

- ...ready to work hard in a job? \_\_\_\_\_
- ...ready to engage in a long-term relationship with SFF? \_\_\_\_\_ AND to give the effort that is required to maintain the relationship in SFF such as weekly communication? \_\_\_\_\_
- ...ready to start setting goals and working toward your future? \_\_\_\_\_

Will you...

- ...commit to NEVER stealing from your place of employment? \_\_\_\_\_ Or from any other person? \_\_\_\_\_
- ...be reliable and show up when expected (or give ample notice if you have to ask off from work or SFF events)? \_\_\_\_\_
- ...save some of your earnings for longer-term goals? \_\_\_\_\_
- ...build relationships with SFF staff, your employer, and other SFWorks participants? \_\_\_\_\_
- ...always be truthful to your boss, co-workers, and SFF staff and youth? \_\_\_\_\_
- ...be a good communicator on the job and with SFF, expressing your thoughts clearly and with respect? \_\_\_\_\_
- ...be able and willing to give up some of your free time each week to go to a job? \_\_\_\_\_
- ...learn to cope with things you may not like about a job such as boring/hard tasks, conflicts with co-workers, or rude customers? \_\_\_\_\_
- ...respond reliably and quickly to texts, phone calls, and emails from SFF staff? \_\_\_\_\_

Have you...

- ...included a copy of your **employment document(s)**? (SEE LAST PAGE OF APPLICATION) \_\_\_\_\_ **(required)**
- ...attached a copy of your most recent official **report card/grades**? \_\_\_\_\_ **(REQUIRED with application and EACH grading period)**

*Please sign below that you've read this sheet, thought about it carefully, and are ready to work hard to achieve your goals.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TELL US ABOUT YOURSELF!**

Youth who join SFWorks should be interested in and prepared to work on a job as well as on themselves & relationships in their life. At SFF we believe self-development is the best opportunity to take control over one’s life. This is accomplished by following the SFF 7 Tenets. Self-development is an ongoing expectation of participants. SFF also provides relationships that support self-development. Consider if the SFWorks program is the right fit for you and please share your thoughts on the following. (Use the back or additional sheets if necessary).

Reflecting on yourself and experiences until now, please answer the question, “Who Am I?” \_\_\_\_\_

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Who do you want to be when you grow up? \_\_\_\_\_

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Discuss a goal that you set (past or current) and how you achieved it. How were you successful \_\_\_\_\_

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Describe someone’s work ethic you admire and why they have influenced you. \_\_\_\_\_

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After reflecting the SFF 7 Tenets, what are your thoughts on how you can:

Better your MIND? \_\_\_\_\_

Better your BODY? \_\_\_\_\_

Better your SPIRIT? \_\_\_\_\_

Make Life Better for Others? \_\_\_\_\_

**PERSONAL INFO:** (to be completed by/with applicant; please print clearly in blue/black ink and fill out all spaces)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Address (physical & mailing: ) \_\_\_\_\_

Your email: \_\_\_\_\_ Your cell phone #: \_\_\_\_\_  
*(REQUIRED-You must have and use an email address.) (If you don't have one, give best contact number.)*

Gender: \_\_\_\_\_ Pronouns: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Language(s): \_\_\_\_\_

*If your parent/guardian/caretaker does not speak English, who is a trusted adult that SFF can communicate with?*

Name: \_\_\_\_\_ Phone/Email contact info: \_\_\_\_\_

Allergies (list all): \_\_\_\_\_

**Parent(s)/Guardian(s)/Caretaker(s):**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_

**Preferred emergency contact (if not Parent #1):**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Do you have a physical, emotional, or other concern(s) that could affect your work on a job or with SFF?** YES  NO

If YES, please explain: \_\_\_\_\_

**Have you been involved with the Department of Juvenile Justice (DJJ)?** YES  NO

If YES, please explain: \_\_\_\_\_

**Have you ever been in foster care?** YES  NO  If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

**SCHOOL INFO:** *(A copy of your most recent report card is REQUIRED with your application and EACH grading period)*

Current school: \_\_\_\_\_ Grade level: \_\_\_\_\_

Favorite subject(s): \_\_\_\_\_

What are your activities & interests outside of school? \_\_\_\_\_

**Have you ever been suspended/expelled from school?** YES  NO  If YES, which one & please explain: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT INFO:**

**Do you have ALL of the required document(s) for employment?** YES  NO  *(See attached list of ACCEPTABLE DOCUMENTS, pg. 5.)*

**Do you have a valid Driver's License?** YES  NO

**Do you have back up transportation to/from work if SFF is unavailable?** YES  NO

**When you are available to work?**

*What days/times during the school year (including weekends)?* \_\_\_\_\_

*What days/times during the summer (including weekends)?* \_\_\_\_\_



Do you have a bank account in your name? YES  NO  If YES, Bank name & type of account \_\_\_\_\_

Describe any *special work skills* you have: \_\_\_\_\_

What career(s) are you interested in? \_\_\_\_\_

Have you worked or volunteered before? YES  NO  If YES, please describe: \_\_\_\_\_

*This application has been completed truthfully and to the best of my ability. I understand that Second Family Foundation will not disclose any information provided on this application to anyone who is not employed by Second Family Foundation, unless deemed necessary to assist in rendering SFWorks services. I also understand that applying to SFWorks does not guarantee employment.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

*I acknowledge that my child completed this form to the best of his/her ability.*

\_\_\_\_\_  
PARENT/GUARDIAN/CARETAKER SIGNATURE

\_\_\_\_\_  
DATE

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:  a. Foreign passport; and  b. Form I-94 or Form I-94A that has the following:  (1) The same name as the passport; and  (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
	<b>For persons under age 18 who are unable to present a document listed above:</b>			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**