



## APPLICATION

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

**We work to better our minds, bodies, and spirits.**

**We make life better for others.**

**We do not lie, cheat, or steal.**

Youth are eligible to apply to SFWorks with a nomination from their Social Worker at Orange County DSS. Youth must be a freshman or sophomore in high school *or* 14 years of age. **Youth must WANT to work at a job AND on themselves.** If youth believe SFWorks is a good fit for them, the SFF relationship flows through the age of 25-27 (into the SFEmerge 18+ program) and can include individualized work and support after high school (such as assistance with college, military, certificate & trade training, or ongoing sustainable employment and training).

Youth who apply to SFWorks should be interested in and prepared to work at 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.

## TELL US ABOUT YOURSELF

*(Application to be completed by/with applicant; please print clearly in blue/black ink or type and fill out all spaces.)*

*Reflecting on yourself and life experiences, answer the following questions (use the back of each page if necessary.):*

How would you describe yourself? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where do you see yourself in 5 years? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where do you see yourself in 10 years? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us about a goal that you have set for yourself. Are you still working towards it? Did you achieve it? Did it fail?  
How did the experience make you feel? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us about someone who works really hard (has a great work ethic). How does their hard work make you feel? \_\_\_\_\_

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Name a way that YOU can:

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

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

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

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

**PERSONAL INFO**

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

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

Your email \_\_\_\_\_ Your cell phone # \_\_\_\_\_  
*(REQUIRED-You must have & use an email address.)*

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

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

Parent(s)/Guardian(s)/Caregiver(s):

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

Name \_\_\_\_\_ Best contact info \_\_\_\_\_

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

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

Do you have any personal concerns that may limit your ability to obtain a job or perform work? 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 (Orange County or elsewhere)? 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 \_\_\_\_\_ Current grade level \_\_\_\_\_

Favorite subject(s) (if you have any) \_\_\_\_\_

List any school sports/groups/activities you participate in \_\_\_\_\_

List any sports/activities/hobbies you participate in *outside of school* \_\_\_\_\_

Have you ever been suspended/expelled from school? YES  NO  If YES, please explain \_\_\_\_\_

## EMPLOYMENT INFO

Do you have ALL the required document(s) for employment? YES  NO  (See attached list of ACCEPTABLE DOCUMENTS on last page)

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 are you 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 \_\_\_\_\_

Can you work with customers (aka people you don't know)? YES  NO  Can you lift (heavy) things? YES  NO

Can you use math easily in credit/cash transactions? YES  NO  Are you comfortable learning/using technologies for processing money? YES  NO  Are you comfortable reading and writing on the job? YES  NO

What types of jobs are you interested in? Explain the above answers: \_\_\_\_\_

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

**Please spend time thinking about each question and initial if you will commit to each statement.**

Are you...

- ...ready to work? \_\_\_\_\_
- ...ready to engage/communicate with SFF? \_\_\_\_\_
- ...ready to start setting goals? \_\_\_\_\_

Will you...

- ...commit to NEVER stealing from your place of employment or any other person? \_\_\_\_\_
- ... show up when expected (or give ample notice if you have to ask off from work or SFF events)? \_\_\_\_\_
- ...consider saving some of your earnings for longer-term goals? \_\_\_\_\_

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 & each grading period*)

**Application Acknowledgement**

Youth who join SFWorks should be interested in and prepared to work at 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 provides relationship and programming that support self-development. Consider if the SFWorks program is the right fit for you.

*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. The application to SFWorks (including all of the additional documents) will expire 45 days from the origination date of any application document received by SFF.)*

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

\_\_\_\_\_  
DATE

*I acknowledge that my child completed this form to the best of their ability.*

\_\_\_\_\_  
PARENT/GUARDIAN/CAREGIVER 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	OR	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	AND	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		
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		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		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.**