

**ULSTER COUNTY OFFICE OF EMPLOYMENT & TRAINING**  
**SUMMER YOUTH EMPLOYMENT PROGRAM**  
**535 Boices Lane, KINGSTON, NY 12401**  
**845-340-3170**

**WORKSITE REQUEST FORM**

Organization/Agency \_\_\_\_\_

Physical Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Agency:  Nonprofit  For Profit/Private  Education/Gov't

Number of youth this worksite could provide meaningful and structured work experience for and give proper supervision to: \_\_\_\_\_

Estimated number of hours of work available per youth per week: \_\_\_\_\_

Minimum age of youth required: \_\_\_\_\_ (The program will do what it can to honor this request, but there is no guarantee as historically the majority of youth served are aged 14-17.)

Please provide a brief description of the types of jobs and related duties that you have for youth (use additional paper if necessary)

**Job Title**

**Duties**

Job Title	Duties
_____	_____
_____	_____
_____	_____

Is this agency handicapped accessible?  YES  NO  
(This will not affect possible placement of participants at the agency)

Will youth need to travel off-site as part of their job duties?  YES  NO

**Mail completed Worksite Request Form to 535 Boices Lane, Kingston, NY 12401**  
**or fax to: 845-340-3165 or e-mail to Renee Pugliese at [repu@co.ulster.ny.us](mailto:repu@co.ulster.ny.us)**

As mentioned in the cover letter, there is an online one-hour worksite orientation that is ***mandatory for all worksites and supervisors except those who attended one in 2020, 2021, or 2022.*** Please indicate below if you attended an orientation recently or not. For those who did not once we have the orientation recorded and available on our website, we will email you notification and a link. Failure to attend our online orientations will forfeit your participation in the Summer Youth Employment Program.

**Attended orientation in 2020, 2021, or 2022**

Yes

No

**If no, please provide the following:**

**Name of supervisor attending & title:**

**Email to send link to:**

**Phone Number:**