

**ULSTER COUNTY OFFICE OF EMPLOYMENT & TRAINING
YOUTH EMPLOYMENT PROGRAMS
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

_____	_____
_____	_____
_____	_____

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**

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 2022, 2023, 2024 or 2025.*** 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 a notification and a link. Failure to attend our online orientations will forfeit your participation in the Summer Youth Employment Program.

Attended orientation in 2022, 2023, 2024, 2025

☐

Yes

☐

No

If no, please provide the following:

Name of supervisor attending & title:

Email to send link to:

Phone Number: