

## MYEP Student Agreement 2018-2019

### **By signing this form, I acknowledge:**

1. I am at least 16 years old, or I will turn 16 years old on or before April 15, 2019.
2. I participated in the full-day Job and Career Readiness training this school year.
3. I either attend a Charlotte-Mecklenburg (CMS) high school or I reside within the City of Charlotte.
4. I have a social security number.
5. I will be required to complete a drug screen prior to the start of my internship/job. My placement is contingent upon testing negative for illegal drugs.
6. I will provide, when required, appropriate documents to prove my identity and to prove that I am eligible for employment in the United States.

### **By signing this form, I agree to:**

1. Practice professional etiquette in all communication with MYEP staff and host employers, including phone and email communication.
2. Be responsive to MYEP and host employer outreach, including phone calls, voicemails, and emails.
3. Contact MYEP staff if any of my contact information needs to be updated (including mailing address, phone number, and email).
4. Notify MYEP staff if I have a conflict that cannot be missed within the program dates (June 17-August 9, 2019). If I am placed with a host employer, I will also notify my host employer.
5. Notify MYEP staff if, at any point, I am no longer interested in participating.
6. Not make any false statements, forge signatures or intentionally provide inaccurate information.
7. Allow the MYEP to request a criminal background check (see detailed Authorization and Consent for Release of Information below).
8. Allow the MYEP to use my photograph, video and/or audio recording to promote the MYEP and its partnering agencies (see detailed Photo and Video Release below).
9. Notify MYEP staff prior to my placement with an employer if I need an accommodation due to a disability.
10. I understand that if I cannot be easily reached by the MYEP and/or a host employer, I may miss information that impacts my eligibility for the MYEP and/or acceptance into the program and placement opportunities.
11. I understand that the MYEP cannot guarantee acceptance into the program or placement in a role that aligns with my desired career choice.
12. I understand that, absent extenuating circumstances, a decision to opt-out of an internship or job placement is considered a withdrawal from the MYEP for the current cycle.

**If I am accepted for a placement through the MYEP, I agree to:**

1. Be paid at a rate of \$9/hour for up to 150 hours of work.
2. Prioritize my commitment to the MYEP/host employer for 6 weeks between June 17-August 9, 2019 to allow for the completion of at least 150 hours of work (averaging 25 hours of work per week for 6 weeks).
3. Notify MYEP staff if, at any point, I am no longer interested in participating.
4. Follow all expectations, policies, dress code, and duties of the host employer. I understand that if I am not in compliance, I could be terminated from employment and the MYEP.
5. Practice professional conduct at all times at the workplace. I understand that if I am not in compliance, I could be terminated from employment and the MYEP.
6. Obtain contact information from my host employer/supervisor to use to inform my employer if I will be late or need to miss work due to an emergency or illness.
7. Notify MYEP staff immediately if there are safety concerns at my worksite or if I am injured performing job duties.

**Photo and Video Release:**

I grant the Mayor's Youth Employment Program ("MYEP") and any of its partnering agencies the unlimited right to use and/or reproduce photographs, videos, recordings, likenesses or the voice of the student/child named below in any legal manner and for the internal or external promotional and informational activities of the MYEP and any of its partnering agencies. I also agree to allow the student/child named below to be interviewed and/or photographed/recorded by representatives of the external news media, the City of Charlotte, or its affiliates in relation to any and all coverage of the MYEP. I also agree to allow photographs/recordings of the student/child named below to be published in any MYEP communication, including websites, social and broadcast media channels and print and electronic publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including print, electronic and online media.

**Authorization and Consent for Release of Information:**

This release and authorization acknowledges that the City of Charlotte may now, or at any time while I am employed, contact personal references, conduct a verification of my education & licenses/certifications, employment/work history, motor vehicle records, and receive any criminal history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to make employment decisions pursuant to the City of Charlotte's employment policies. The City of

Charlotte will not request credit reports without proper notification in compliance with the Fair Credit Reporting Act.

I authorize the City's current employment verification vendor and any of its associates, to disclose orally and in writing the results of this verification process to the designated authorized representative of the City of Charlotte. The City of Charlotte may at its discretion change the vendor and this release will remain in effect.

I have read and understand this release and consent, and I authorize the background verification. I authorize all persons, schools, current and former employers and other organizations and Agencies to provide the City's employment verification vendor, or its associates with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to release and discharge the City of Charlotte, the employment verification vendor and their associates to the full extent permitted by the law from any claims, damages, losses, liabilities, costs and expenses or any other charge or complaint filed with any Agency arising from the retrieving and reporting of information. According to the Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report. I have been given a summary of my rights under the Fair Credit Reporting Act.

**A parent/guardian MUST sign if student is under 18 years old.**

Parent name (please print legibly): \_\_\_\_\_

Child's name (please print legibly): \_\_\_\_\_

Parent signature: \_\_\_\_\_

**All students must sign.**

Student name (please print legibly): \_\_\_\_\_

Current age: \_\_\_\_\_

Date of Birth (month-day-year): \_\_\_\_\_

Student signature: \_\_\_\_\_

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, got [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file; your file contains inaccurate information as a result of fraud; you are on public assistance; you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.