

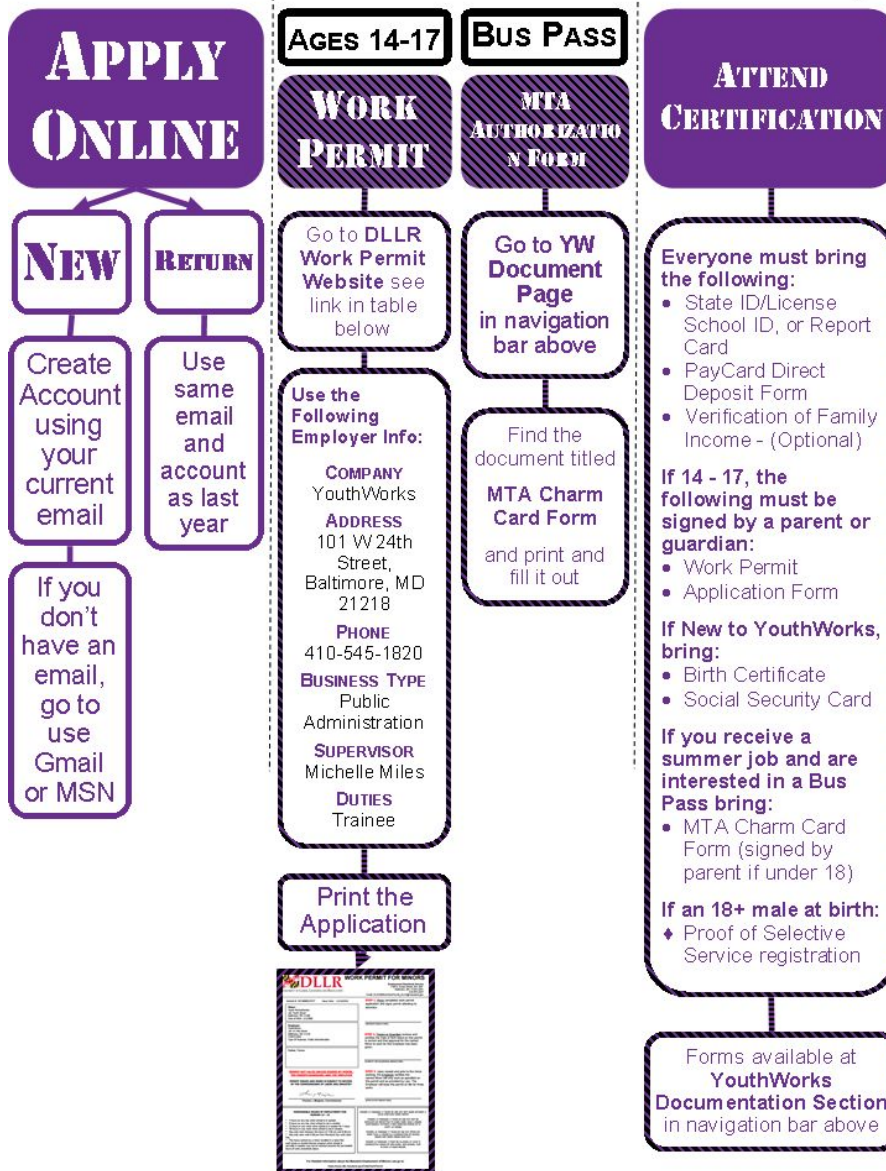
# ART@WORK

## HOW TO APPLY

Jan 3rd - Mar 10th

Before Certification

Jan 23rd - Mar 31st

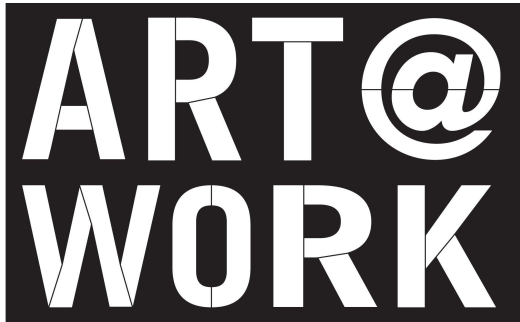


1. **Apply Online:** Please apply online at [this link](#). If you applied last year, use the same email. If you have never applied before, please use the email address you use most often to sign-up. If you don't have an email address, you can create one at [Gmail](#) or [MSN](#).
  
2. **Apply For and Print Out a Work Permit (if 13 - 17 years old):** Anyone who is 14 - 17 must go to the [DLLR Website](#), fill out the information in the form, print the completed Work Permit. If you are 13, please print [this document](#). Make sure you and your parent/guardian sign the completed Work Permit. If you need assistance, use [this step-by-step guide](#). Use the following information for the *Employer's Information* section:
  - **Company:** YouthWorks
  - **Street Address:** 101 W 24th Street
  - **City:** Baltimore
  - **State:** Maryland
  - **Zip Code:** 21218
  - **Telephone:** 410-545-1820
  - **Type of Business:** Public Administration
  - **Supervisor's Name:** Michelle Miles
  - **Work Duties:** Trainee
  
3. **Fill out the MTA Charm Card Form (if you may want a bus pass):** Print the [MTA Charm Card Form](#) and fill out the information. If you are 13 - 17 years old, make sure your parent signs it as well. This form is not required, but may help you receive an MTA Charm Card Bus pass earlier if you are selected for a job and choose to get one.
  
4. **Attend Certification:** Soon after you apply, you will receive an email with a date, time, and location you need to be at to get "certified" for YouthWorks. You will need to bring printed copies of the following documents to that appointment:

<b>YouthWorks Forms</b>	<b>Required For</b>	<b>Signed by Parents if under 18?</b>	<b>Available At</b>
<b>ID</b> School ID, State ID/License, Report Card	All Applicants		<b>School ID/Report Card:</b> Talk to your school <b>State ID/License: MVA</b>
<b>PayCard Direct Deposit Form</b>	All Applicants	Yes	<b>YW Documents Section</b>
<b>YW Application</b>	All Applicants	Yes	<b>Login</b> to download and print
<b>Social Security Card</b>	New Applicants		<b>Social Security Administration</b>
<b>Birth Certificate</b>	New Applicants		<b>MD Birth Certificate</b>
<b>Select Service Registration</b>	Male at Birth, 18+ Years Old		<b>Selective Service Online Registration System</b>
<b>Work Permit</b>	Ages 13 - 17	Yes	<b>Age 14-17: MD DLLR Website</b> <b>Age 13: This Document</b>
<b>Proof of Income</b> Pay Stub, Public Assistance Record, Etc	Optional		
<b>MVA Charm Card Form</b>	Optional, if you might want a discounted bus pass for the job	Yes	<b>YW Website Document Section</b>

**CLICK HERE to Apply to be a YouthWorker**

Turn in your  
Youthworks receipt to  
Jubilee Arts or 901 Arts by  
**March 30 at 6pm**



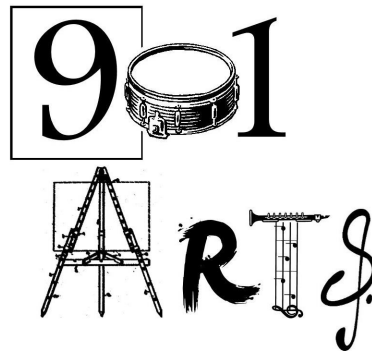
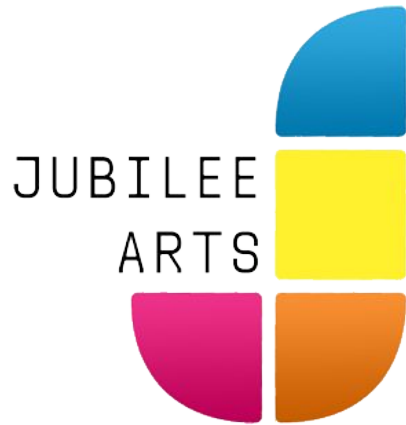
# IMPORTANT DATES

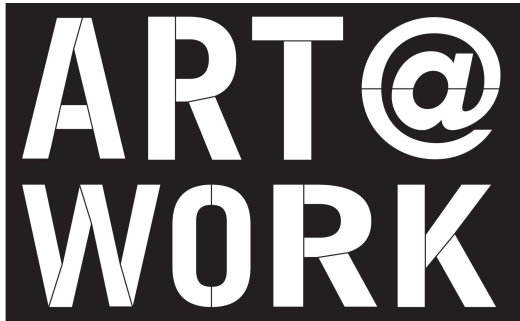
<b>Youth Works Pre-Registration Deadline</b>	<b>March 10, 2017</b>
Art @ Work Interview Date	Saturday, March 25, 2017 Jubilee Arts - 11am-12pm
Last day to submit your Youth Works certification receipt to Jubilee	Thursday, March 30, 2017 6pm
Parent Orientation	Wednesday, June 21, 2017 6-7pm
Art @ Work Program Dates	June 26-July 28, 2017



**ART@  
WORK**

**PRODUCING  
PARTNERS**





# QUESTIONS?

Kim Loper, Art @ Work Youth Outreach & Procurement Coordinator  
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Youth Works  
(410) 396-5627

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