



**ONEIDA COUNTY WORKFORCE DEVELOPMENT
SUMMER YOUTH EMPLOYMENT PROGRAM
2026 WORKSITE REQUEST FORM**

Anthony J. Picente Jr.
Oneida County Executive

DATE _____

AGENCY _____

ADDRESS _____

AGENCY CONTACT _____

PHONE _____

JOB DESCRIPTION

JOB TITLE _____ # YOUTHS REQUESTED _____

SPECIFIC JOB DUTIES (Attach additional sheets if requesting to hire more than one youth worker and job duties are different)

MINIMUM AGE REQUIREMENT (and REASON) _____

ACTUAL WORKSITE LOCATION _____

YOUTH'S WORK DAYS & HOURS _____

IMMEDIATE SUPERVISOR _____

SUPERVISOR'S TITLE AND TELEPHONE # _____

**ALTERNATE SUPERVISOR _____

ALTERNATE'S TITLE AND TELEPHONE # _____

INCLEMENT WEATHER PLAN (Include inclement weather worksite location if different from above _____

COMMENTS (Include need for special uniforms, tools, and/or equipment & skills – i.e. typing _____

Return this form to: Oneida County Workforce Development, Summer Youth Employment Program, 209 Elizabeth Street, Utica, NY 13501. This form can be emailed to dmathis@oneidacountyny.gov. If you have questions about the Summer Youth Employment Program, please call David Mathis, Director of Workforce Development, at (315)798-5543. All work sites must have a valid workers comp certificate.