

**KIDS AND JOBS
MEDICAL AUTHORIZATION FORM**

Medical Authorization Statement

I/We hereby authorize the representative of the Kids and Jobs Program as operated by the City of Birmingham Department Youth Services and/or authorized worksite supervisor to obtain medical treatment for work related injuries or illness that may occur during his/her participation in the Kids and Jobs Program.

Participant Signature: _____ **Date:** _____ (mm/dd/yy)

Parent/Legal Guardian Signature: _____ **Date:** _____ (mm/dd/yy)
(If Participant is under the age of 18)

NOTIFY IN CASE OF EMERGENCY:

Name/Relationship: _____

Telephone Number: _____

Physician's Name: _____

Physician's Telephone Number: _____

Please list any existing or past medical conditions (Including any known allergies):



KIDS AND JOBS MEDIA RELEASE FORM

I, the undersigned, hereby give permission for me/ and or my Minor to participate in the **City of Birmingham Department of Youth Services' ("DYS") Kids & Jobs Program**. I hereby irrevocably consent to the use of the my/ and or my Minor's name and likeness, including my voice and image in any form; identity; testimonials; biographical information or any material based on or derived therefrom the myself/Minor and/or in connection with the myself/Minor's participation in the, as incorporated in the program by The City of Birmingham Department of Youth Services, its parents, affiliates, subsidiaries, related entities, successors, licensees or designees and others acting on its behalf for the purpose of advertising and promotion in any media, throughout the world in perpetuity, including but not limited to, on the world wide web. I acknowledge that the my/ and or my Minor's participation in the program shall be subject to the rules and regulations which DYS may require and that I shall be obliged to pay for any damage that I or the Minor may cause in connection with the my/ and or my Minor's participation in the program.

I agree that DYS shall own all right, title, and interest to the program (including all content and all rights embodied therein) and that it may exploit, edit, modify, and distribute the program, without limitation, and without compensation, further permission, or notification to me. I hereby waive any inspection or approval of use. I also waive and release DYS from any claims based upon invasion of privacy, right of publicity, defamation, false endorsement, or claim of visual or audio alteration or faulty mechanical reproduction. No promise or representations of any kind have been made to me.

Please type or print clearly in ink:

Name of Participant: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Email: _____

DOB: _____ (mm/dd/yyyy)

Signature of Participant: _____ Date: _____

If you are under 19 years of age at the time you participate in the Kids and Jobs Program and a resident of Alabama, you must get the consent of your parent and/or legal guardian. Accordingly, your parent and/or legal guardian must fill-out and sign this Participant Release Form on your behalf.

Name of Participant: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Email: _____

DOB: _____ (mm/dd/yyyy)

Signature of Parent/Legal Guardian: _____ Date: _____



**KIDS AND JOBS
STUDENT INTERNSHIP AGREEMENT FORM**

Internship Agreement

This is an agreement of understanding between the City of Birmingham Department of Youth Services, Program Partners, and the intern enrolled in the Kids and Jobs Program.

Program Description

Interns will serve in supervised city departments and public and private business entities in Birmingham. Emphasis is placed on developing professional skills in job-related areas. Positions are expected to be at entry level to managerial trainee level (or the equivalent level of responsibility for internships).

DYS agrees to:

- Provide work experience in clerical, office setting, and youth programs.
- Ensure that intern(s) is/are properly oriented on office policy and procedure on intern's first day of work.
- Employ the intern for the entirety of the program beginning Monday, January 23, 2023, and ending Friday, February 17, 2023 (except in the case of extenuating circumstances).
- Address any disciplinary actions. Dismissals from the program will be based on the recommendations of Program Partners. Youth will be given only one (1) warning for disciplinary reasons before dismissal. The Department Youth Services handles all dismissals. It is the intern's (*not the parents*) responsibility to direct all comments or concerns to DYS and not the Program Partner hosting the youth. Interns may be dismissed from the program based on parent's refusal to cooperate with program's rules and regulations.

Program Partner agrees to:

- Provide work experience in clerical or office setting, or youth programs
- Ensure that intern(s) is/are properly orientated on office policy and procedure on intern's first day of work.
- Appoint a company representative to serve as liaison to the Department of Youth Services on matters related to the intern.
- Employ the intern for the entirety of the program beginning Monday, January 23, 2023, and ending Friday, February 17, 2023 (except in the case of extenuating circumstances).
- Permit DYS staff or designee(s) to visit the work site periodically to meet with the interns to review the program and each intern's progress.
- Notify DYS if the intern is making unsatisfactory progress.

Intern agrees to:

- Adhere to all policies and procedures provided by the Program Partner and the Department of Youth Services.
- Intern with Program partner as assigned by the Department of Youth Services five (5) days per week for two to three (2-3) hours per day for a period of four (4) weeks, beginning Monday January 23, 2023, and ending Friday February 17, 2023 (except in the case of extenuating circumstances).
- Report to work promptly and act in a professional manner.
- Plan with Program Partner Supervisor and the Department of Youth Services staff before being tardy or absent from work.
- Notify the Program Partner Supervisor and the Department of Youth Services staff in the event of injury, illness or emergency, and promptly seek employer guidance if problems arise. **(Continue to next page)**



Intern Name Printed: _____ **Date:** _____ (mm/dd/yy)

Intern Signature: _____ **Date:** _____ (mm/dd/yy)

Program Partner Supervisor: _____ **Date:** _____ (mm/dd/yy)

DYS Staff Acknowledgement: _____



**KIDS AND JOBS
PARENT AGREEMENT FORM**

Parent Agreement:

This is an agreement of understanding and procedure between the City of Birmingham Department of Youth Services (DYS), the intern, and the parent(s) and/or legal guardian(s) of the respective intern. Must be completed and returned if participant is under the age of 18.

Program Description:

Interns will serve in supervised City departments select public and private business entities in Birmingham. Emphasis is placed on developing skills in job-related focus areas. Positions will consist of entry level and managerial trainee level (or the equivalent level of responsibility for internships). The Department Youth Services pays placement for the duration of the program – however students may remain beyond this period at the request and expense of the employer.

The Parent understands and agrees:

- ✓ Interns will work (2-3) hours per day, five (5) days per week, over a four (4) week period.
- ✓ Interns must have reliable transportation arrangements made for each day of employment.
- ✓ Interns are paid at the end of the internship with taxes being deducted. This is contingent upon interns completing payment registration. All federal and state tax forms can be filled out at orientation on-boarding.
- ✓ Direct deposits for the student account will be deposited on Friday, February 17th.
- ✓ Interns must submit work eligibility form (14&15 year-old), student internship agreement, medical authorization form, media release form, and parent agreement **to The Department of Youth Services by Friday, January 20th 2023**. Failure to do so will mean non-participation in the Kids and Jobs Program.

No exceptions.

- ✓ Dismissals from the program will be based on the recommendations of the job site supervisor. Youth will be given only one (1) warning for disciplinary reasons before dismissal.
- ✓ The Department of Youth Services handles all dismissals. It is the intern's (not the parents) responsibility to direct all questions, comments, or concerns to DYS and not the job site housing the youth.
- ✓ Interns may be dismissed from the program based on parent's refusal to cooperate with program's rules and regulations.

I, _____ (parent/legal guardian name printed) have read, understand, and agree to _____ (intern's name printed) to the aforementioned.

Parent/Legal Guardian Signature: _____ Date: _____ (mm/dd/yy)

