

Town of East Haven Youth Service Bureau
595 Thompson Avenue
East Haven, Ct 06512

Teen Job Bank Program

General Information and Guidelines for Students

1. The Teen Job Bank program is an employment referral service for middle and high school students between the ages of 12-18. It is designed to help students acquire job skills, work experience and money.
2. Students first complete the Teen Job Bank program application form. Students then schedule an interview with the Youth Services Coordinator. At this interview you will discuss your interests and past job experiences in order to match your skills with job requests from East Haven residents. You will not be allowed to participate unless the application form is truthful and signed.
3. Employment requests consist primarily of jobs at the homes of East Haven residents. Babysitting, lawn work, housework, mothers helper, snow shoveling, animal care and helping the elderly are some types of jobs available.
4. Discuss with the potential employer the responsibilities of the job, how often and when you will work, and your pay rate before accepting a job. If you take a job you don't really want, chances are you will not do your best work. If you are unsure whether to take a job, tell the employer that you must think it over, will call them back and check with your parents or guardian.
5. Job Guidelines: Be punctual; if you are unable to work on a specified day notify the employer immediately; be sure to be respectful of the employer, other members of their family and their private property and keep a record of your work time and pay.
6. Please notify your parents or guardian and the Youth Service bureau Coordinator immediately if there is a problem or if you have any questions.
7. The Town of East Haven Youth Services Bureau does not provide transportation for participating youth. We do not interview employers and do not assume responsibilities of the parents or guardians for the safety of a student. We urge parents or guardians to take a direct interest in the job or prospective employer by: Meeting the employer; knowing the address and telephone number of the employer; and knowing the day and hours your child is working.