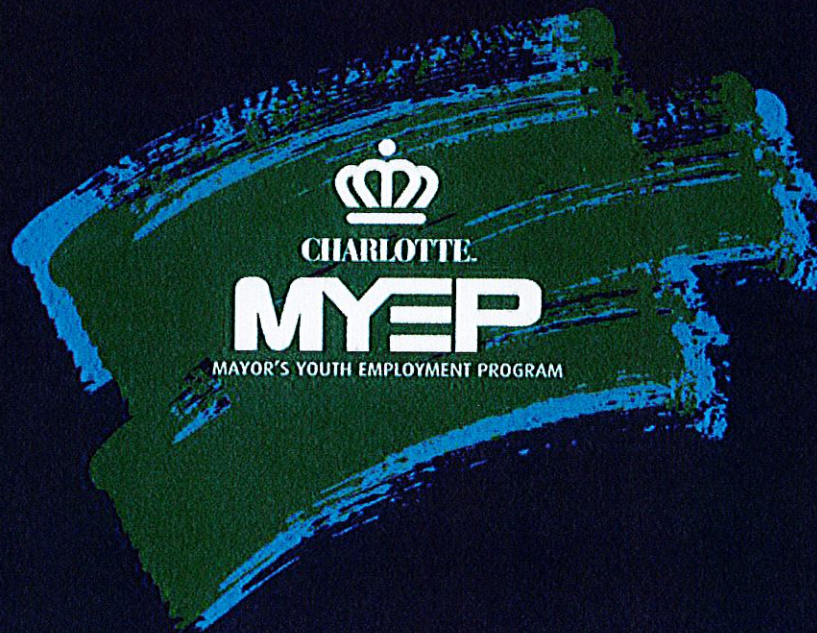


**Do something
today that
your future
self will thank
you for.**



Student Handbook

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Welcome!

On behalf of the City of Charlotte's Mayor's Youth Employment Program (MYEP), we are pleased to welcome you to the wonderful world of career exploration. Your experience is bound to be unique, whether this is your first work experience or your fifth; we hope your experience is rewarding and exciting.

The Mayor's Youth Employment Program (MYEP) is committed to offering opportunities for youth and employers to support each other in growing our local economy and changing the world, one youth at a time. We trust that you will take full advantage of this training opportunity as you develop into a young professional.

This opportunity also comes with responsibility. We have many more young people seeking the experience you will have than we have positions. If our employers select you, your responsibility will be to show up on time and ready to work. Participating in an internship program is a very challenging activity that requires a lot of focus and persistence. You will be required to cultivate a relationship with your host employer and work very hard and learn as much as possible about the career you chose to explore. Do not think that your work stops once your internship ends; look at it as the continuation of a successful journey.

The MYEP wishes to provide you with five qualities that will help you stay motivated:

- **VISION:** It is important to be able to clearly visualize your career. Vision = Goal + Belief. You must commit yourself to the goal of attending work on time and completing your assignments to the best of your ability.
- **ACTION PLAN:** To achieve your vision, you need to carefully plan the specific actions you will take to meet your goals and follow through on these actions.
- **PERSISTENCE:** It is all too easy to give up when faced with countless challenges. The difference between those who succeed in accomplishing their goals and those who don't is that those who succeed demonstrate a high level of persistence and determination.
- **ATTITUDE:** Maintaining a positive outlook is fundamental to accomplishing any goal. While striving to reach your goal, it is inevitable that you will encounter obstacles and setbacks. It is important not to let such obstacles and setbacks discourage you and to instead view them as challenges that can be addressed through creative problem solving. Similarly, expect to make some mistakes along the way. Mistakes are an important part of the learning process and reflecting on your mistakes will provide you with the opportunity for great insight and growth.
- **SOAK IT ALL IN:** Enjoy all the new and exciting things you're learning about the career(s) you choose to explore. Take time to learn as much as you can from the people who are committed to making this a positive experience for you.

Now, take a deep breath, relax and get ready to explore! Congratulations on embarking on this life changing journey; we look forward to working with you.

-Mayor's Youth Employment Program Staff

Application Checklist

Completed Online

- MYEP Application
- 500-word essay
 - Typed, 1-page, 12-point font (Times New Roman preferred)
 - 1-inch margins on all 4 sides
 - Single-spaced or double-spaced
 - Top of page to include:
 - Applicant's name
 - Title: MYEP Essay: Why I want to Participate in the Mayor's Youth Employment Program
- Résumé

Turned in Hard Copy (beginning page 15 of this *Handbook*; some noted documents may be completed electronically as well)

- Letters of Recommendation (2)
- Applicant Authorization and Consent Form/Release of Information
- Statement of Understanding Regarding the MYEP *Handbook*
- Proof of GPA (does not have corresponding sheet in *Handbook*)

Policies and Procedures

(For City/County interns only; each firm will have its own set of policies and procedures that MYEP Interns are to follow.)

Electronic Communications:

MYEP and our host employer partners provide students with the opportunity to use computers, networks and other telecommunication facilities to share information for research and communication. Students are expected to use that technology in a responsible, professional and ethical manner. The following guidelines are provided for use of telecommunications technology:

- a. You may not use Program telecommunication technology for the following: illegal activity, personal profit or advertising, transmission or solicitation of harassing materials, hate mail, or pornographic materials.
- b. You may not attempt to monitor other users' data communications; you may not infringe upon the privacy of others' computer files; you may not read, copy, change, or delete another user's password, computer files or software without the prior express permission of the owner; you may not misrepresent other users.
- c. You may not engage in actions that interfere with the use by others of any computers or networks.
- d. You may not attempt to bypass computer or network security mechanisms without the prior express permission of the owner of that computer or network system.
- e. You may not alter, copy, or translate software licensed to another party. You may not make available copyrighted materials without the express permission of the copyright holder. Respect for intellectual labor is vital to the academic discourse. Invasion of privacy, unauthorized access, and copyright and related intellectual property violations may be grounds for expulsion as well as potential legal prosecution.

Violence in the Workplace

The procedures set forth below help define responsibilities of all Mayor's Youth Employment Program Interns and offer guidance in support of the City's Workplace Violence Policy. The term "workplace violence" is used throughout these Procedures as defined in that Policy. Workplace violence may include, but is not limited to: intentional harassment, physical attack, property damage, and/or threat of such acts; or actions that are perceived to be violent or threatening and which investigation confirms were reasonably interpreted to be violent.

1. Violence Prevention Strategies

- A. Each employer should periodically assess its current security measures or process and conduct a worksite analysis of work areas to determine what security is needed to help prevent workplace violence.
- B. Building security, where available, will maintain security controls for that building (i.e., employee badges, sign-in sheets, etc.).
- C. The employer will provide managerial training in violence prevention employment techniques, such as applicant screening and exit interviews. Advanced training for Key Response personnel will be conducted. Interns will receive orientation to the Workplace Violence Policy.

D. A copy of The City's Workplace Violence Policy will be disseminated to all MYEP interns prior to job placement.

2. Managerial Responsibilities

A. Support the City's principle of, and rationale for, encouraging work environments that are safe from violence, threats, and harassing/aggressive behavior.

B. Identify Key Response personnel. These will include (1) those chosen by each employer as the person(s) within the Business Unit who will handle violent incidents/threats.

C. Inform all employees that workplace violence or other abusive, aggressive, or disruptive behavior in any form will not be tolerated in the workplace.

D. Be alert to the possibility of workplace violence on the part of former employees, customers, and other third parties. Take preventive and/or corrective action when necessary. For their own protection, interns should not try to handle a violent or potentially violent incident on their own.

3. Employee Reporting Procedures

A. Any individual who experiences or witnesses any acts, conduct, behavior, or communication which is against the Workplace Violence Policy must immediately contact his or her supervisor, the MYEP staff, the Business, and/or Building Security, at the individual's election.

B. For their own protection, individuals should not try to handle a violent or potentially violent incident on their own.

C. If reporting an imminent threat and/or act of violence, an individual should first secure his/her own safety and then immediately contact the Charlotte-Mecklenburg Police by dialing 911 (9-911) and/or Building Security, as appropriate.

D. Individuals who are threatened, assaulted, or attacked while on official duty in the field (not a City facility) should immediately report such incidents to both the Police and the immediate supervisor.

E. If an individual has committed violent acts or made direct threats, the individual may be removed from the property until an investigation has been completed. At the end of the investigation, the complaint/MYEP staff will determine how to respond. In the meantime, the MYEP will make responses as appropriate.

F. Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct. An example of such an incident of misconduct would be when an individual has committed a violent act or has made a direct threat.

G. Employees who knew of information about workplace violence but did not report it in a manner consistent with this procedure may be subjected to appropriate discipline, up to and including termination.

4. The City will not retaliate against an employee for honest reporting of instances of workplace violence.

MYEP Career Readiness Training Certification (CRTC)

The MYEP partners with nationally recognized training firms to administer a Career Readiness Training Certification (CRTC) for up to 60 students at each campus. This training comprises one component of internship eligibility, but does not guarantee a MYEP internship. The curriculum is such that by successfully participating, students should have an increased skillset that will allow for them to also be considered for work opportunities sourced outside of the MYEP.

The MYEP staff member overseeing CRTC will communicate with each Career Development Coordinator (CDC) to identify any youth who may have challenges or obstacles which may interfere with their success during CRTC. CDCs should develop an internal process to resolve the issues prior to CRTC. Applicants who do not participate in a cooperative and positive manner (including being tardy or leaving early) during CRTC will not be permitted to complete the training program or be considered for internship placement.

As space permits, MYEP provides CRTC to ALL applicants and students who are aspiring to be Career Ready. Training will be held during the school day (in-school field trip) or after school between 2:30 and 5:30 pm at each MYEP campus. Students will be responsible for their own transportation if CRTC falls after school hours. All participants who complete the entire CRTC curriculum will be awarded with a Certificate of Completion and may be selected to apply for the MYEP internship process. **They will also be able to list the Mayor's Youth Employment Program Career Readiness Training Certification on their résumé for one year.**

Students are advised of the following responsibilities of attending CRTC:

Bring a pen or pencil
Dress as if you were to attend a job interview (materials to be provided beforehand)
Preparation work completed and with you at the training date (worksheets provided by CDC)
Bring student workbook back to subsequent classes

CRTC will cover the following foundational skills areas:

- **Job Readiness:** résumé and cover letter; interviewing; marketing yourself; conflict management
- **Customer Service:** techniques; email and phone etiquette; customer satisfaction
- **Financial Literacy:** using banking services; budgeting; credit; student loans

Charlotte Career Discovery Day

The MYEP partners with area employers to expose area youth to various careers through an annual Charlotte Career Discovery Day. Youth will be able to preference amongst various cutting-edge and career areas:

- Finance
- STEM (Science, Technology, Engineering and Math)
- Health Sciences
- Local Government

The event may also feature a career and college fair for youth exploring more immediate opportunities.

Through this event, youth will be able to:

- Learn about various career opportunities and associated pathways
- Network to learn about internship, job shadowing, and mentoring opportunities
- Apply for seasonal staff positions and higher education institutions (availability may vary)

Attendance at the Career Discovery Day is a requirement for students enrolled in the MYEP internship application process. School Career Development Coordinators will enroll students to attend this event, which will serve as a field trip during mid-spring.

Beginning Your Internship

The first thing to remember when beginning an internship is that your internship doesn't begin on your first day of work; it begins when you start the initial investigation on the company or organization you will be interning with!

If you are interested in turning your internship into a job offer, it's important to know exactly what employers look for when hiring full-time employees. In addition to relevant skills, employers seek employees who have the personal values, characteristics, and personality traits that spell success.

Good personal values are what make the foundation for a good employee. Internships are an excellent time to show employers that you have the personal traits that they value in their employees. Do not make the mistake of missing the opportunity to show your supervisors at your internship that you have what it takes to be successful on the job as well as possessing the personal characteristics they value. An internship is an opportunity to learn the skills and behaviors along with the work values that are required for success in the workplace.

Here is a List of the Top 10 Values Employers Look for in Employees:

1. **Strong Work Ethic** - Employers value employees who understand and possess a willingness to work hard.
2. **Dependability and Responsibility** - Employers value employees who come to work on time, are there when they are supposed to be, and are responsible for their actions and behavior. It's important to keep supervisors abreast of changes in your schedule or if you are going to be late for any reason.
3. **Positive Attitude** - Employers seek employees who take the initiative and have the motivation to get the job done in a reasonable period of time. A positive attitude gets the work done and motivates others to do the same without dwelling on the challenges that inevitably come up in any job. It is the enthusiastic employee who creates an environment of good will and who provides a positive role model for others.

4. **Adaptability** - Employers seek employees who are adaptable and maintain flexibility in completing tasks in an ever changing workplace.
5. **Honesty and Integrity** - Employers value employees who maintain a sense of honesty and integrity above all else. Good relationships are built on trust. When working for an employer they want to know that they can trust what you say and what you do. Successful businesses work to gain the trust of customers and maintain the attitude that "the customer is always right."
6. **Self-Motivation** - Employers look for employees who require little supervision and direction to get the work done in a timely and professional manner.
7. **Motivation to Grow & Learn** - In an ever-changing workplace, employers seek employees who are interested in keeping up with new developments and knowledge in the field.
8. **Strong Self-Confidence** - Self-confidence has been recognized as the key ingredient between someone who is successful and someone who is not. A self-confident person is someone who inspires others. A self-confident person is not afraid to ask questions on topics where they feel they need more knowledge. They feel little need to have to impress others with what they know since they feel comfortable with themselves and don't feel they need to know everything.
9. **Professionalism** - Employers value employees who exhibit professional behavior at all times. Professional behavior includes learning every aspect of a job and doing it to the best of one's ability.
10. **Loyalty** - Employers value employees they can trust and who exhibit their loyalty to the company.

EMPLOYMENT CHECKLIST

This checklist is a replica of one that you and your employer will complete upon your first day as a MYEP intern. It is designed to provide you with a basic list of items to complete with your employer during the first week of your internship. Please have your direct report, supervisor or payroll representative work with you to ensure that all of these items are completed (each employer is different and may or may not require all or some of the listed items).

 Name

 Phone

Employee ID

Email

Prior to the first day

- ✓ Confirm date, time, and location of arrival
- ✓ Review name of direct report, work hours (start/end times), staff emergency contact, parking, lunch/breaks
- ✓ Complete *Getting to Know Your Company* (online review of organization)

First Day/Week

- ✓ Receive employee ID number (first day)
 - ✓ Obtain security access badge(s)
 - ✓ Introductions and site tour
 - ✓ Review work rules and emergency procedures
 - ✓ Review system login
 - ✓ Obtain parking pass (depending on location)
 - ✓ Complete new-hire paperwork/HR forms (W-4, I-9, etc.)
 - ✓ Read New Employee Handbook and Policy Packet, sign and return forms (if applicable)
 - ✓ Sign up for direct deposit
 - ✓ Obtain necessary equipment (list):
-
-

First Month

- ✓ Complete monitoring session with referral organization
- ✓ Review performance with supervisor

Second Month

- ✓ Complete monitoring session with referral organization (if not yet occurred or if additional visit is deemed necessary)
- ✓ Review performance with supervisor
- ✓ Complete and return program survey to Mayor's Youth Employment Program (MYEP)

internship Monitoring

Interns will be monitored throughout the summer by referral partners and/or the MYEP staff. Both the intern and employer perspectives will be gathered at these meetings.

Although these formal meetings will occur, interns may contact the MYEP staff at any time regarding the internship experience. We encourage you to keep the lines of communication open, ask questions and share successes and challenges as often as necessary.

Clothing Resources

The Junior League (JL) WearHouse

The JLC WearHouse is a retail nonprofit operation supported by volunteers who donate clothing items and time to support community initiatives of the Junior League of Charlotte, Inc. (JLC). The JL has contributed to the MYEP since 2007. JLC members donate to the store in merchandise or cash, and local businesses contribute consignments and donate overstocks of new merchandise. Since its inception, the mission has remained the same: to offer quality merchandise, to raise money for community projects, and to offer a fun and rewarding community placement for its members.

JLC WearHouse is available to interns who have no other means to dress appropriately for their internship (donated and non-consignment items only).

Location

1117 Pecan Avenue

Charlotte, NC 28205

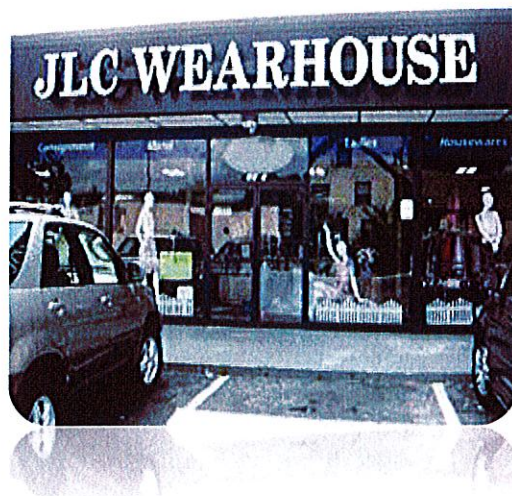
Ph: 704.377.1854

E: JLCWearHouse@att.net

[facebook.com/JLCWearHouse](https://www.facebook.com/JLCWearHouse)

twitter.com/JLCWearHouse

<http://www.jlcharlotte.org/?nd=wearhouse>



*Check sites above for current hours of operation.

Dress Code Policy

It is the policy of The Mayor's Youth Employment Program (MYEP) that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Business casual dress must reflect the image of a professional workplace and employees as professionals. Attire must be neat and appropriate for the business environment. Choice of dress should never compromise professionalism or be a distraction to the business environment.

The following list is ***not meant to be all-inclusive***; it is simply a guideline to provide direction on appropriate business dress. Use of good business judgment is required. If unsure if chosen attire meets appropriate dress for the office; play it safe and wear something more appropriate that does not require discretion. **Anyone not in compliance with the dress code will be asked to go home and change. The time spent away from work to do so will be calculated as unscheduled, unpaid time off.**

The following is acceptable:

- Khaki pants, casual slacks, dress slacks, Capri pants (low rise pants are not acceptable).
- Casual shirts with collars, polo or oxford-type shirts, sweaters, blouses, vests.
- Dresses must be two inches above knee or longer.
- Skirts must be two inches above the knee or longer.
- Loafers, other leather type shoes with socks or appropriate hosiery and dress sandals.
- Sleeveless (acceptable sleeveless wear is without very large "cut outs" around the shoulders, bare shoulders or so-called spaghetti strap).

The following is not acceptable:

- No low-cut dresses, blouses or shirts (front or back).
- No denim, no matter what color (acceptable only on employer designated holidays, Friday, Saturday, Sunday or on days of inclement weather).
- T-shirts pictured, printed or lettered ("City of Charlotte" T-shirts, plain, or those with small logos on Friday, Saturday, Sunday only).
- Shorts or skorts (Bermuda length shorts acceptable only on Saturday, Sunday).
- Athletic shoes (acceptable only on Friday, Saturday, Sunday).
- Athletic clothes (acceptable only on Friday, Saturday, Sunday).
- No flip flop sandals (City Policy).
- No leggings, jeggings or overalls.
- No tank tops, spaghetti strap tops, midriffs, halter tops or strapless dresses, blouses or shirts.
- No sheer garments.
- No hats (unless associated with religious practices or a medical condition).
- No worn, tattered, cut-off or ripped clothing.
- No tight fitting clothing.

Sample Application

**Please note that your application will be completed online at <http://charlottemyep.com/home/app>. However, this document will allow you to gather all the information you will need while completing it.*

Name:

Address:

Phone:

Alternate Phone:

Email:

Birthdate:

Please indicate all that apply:

Band

Cheerleader

Summer Travel (Y/N) & Dates

Summer Bridge

Summer Sports

Summer School (Y/N)

Dates Unavailable for Internship

Do you have transportation? (Y/N)

Is your residence located on a bus line? (Y/N)

High School:

Current Grade:

Anticipated graduated date: Month: Year:

Are you planning to apply to a college or university for the upcoming fall? (Y/N) If you are not attending a college or university next fall, what are your plans after graduation?

What organization referred you to the MYEP?

Are you currently working? (Y/N)

What other clubs and/or activities are you involved in?

Parent/Legal Guardian Name(s):

Parent/Legal Guardian Address:

Parent/Legal Guardian Phone:

Parent/Legal Guardian Email:

Briefly describe yourself. What are your strengths, talents, work style, etc.?

Briefly state why you want to participate in the MYEP (this is in addition to your required 500-word essay)

Please list your career interests:

Equal Opportunity Information

The City of Charlotte Mayor's Youth Employment Program (MYEP) does not discriminate based on race, sex, color, creed, religion, national origin, age, sexual orientation, or disability. The information below is voluntary and will in no way affect you as an applicant. Its purpose is to see how well our recruitment efforts are reaching all segments of the population. Applicants and employees requesting an accommodation due to a disability will need to contact the Mayor's Youth Employment Program directly at 704-353-0486.

Gender

Female

Male

Other (Specify): _____

Decline to Identify

Race

Asian

Black

Hispanic

Native American

White

Multicultural

Other (Specify): _____

Decline to Identify

Application Materials to Submit in Hard Copy

The following pages of this workbook are designed for you to tear out and turn back in to your CDC in preparation for your internship interview. If you have any questions, please contact your CDC.

Letters of Recommendation

Letters of recommendation are a form of business letter, used for a variety of different purposes, including college applications, job applications and internships. A letter of recommendation should include the recommenders introduction (a simple statement of who they are, their company affiliation, or any accreditation), a few body paragraphs that focus on their experience with you, their opinion of your characteristics and why they think you'd make a good candidate for an internship. **Please remember that you need two (2) professional letters of recommendation to complete your application packet.** In or to make it more convenient for you, we've attached a template of a reference letter for you to use or the professionals may write one of their choosing.

Recommendation 1

To Whom it May Concern:

As the _____, I have had the pleasure of knowing _____ for _____ years. I would like to take this opportunity to recommend _____ for your program because:

Multiple horizontal lines for writing the recommendation details.

The words I would best use to describe _____ are: _____

If you have any questions regarding this recommendation, please do not hesitate to contact me. I can be reached by phone at: _____ or by email: _____.

Sincerely,

Recommendation 2

o Whom it May Concern:

As the _____, I have had the pleasure of knowing _____ for _____ years. I would like to take this opportunity to recommend _____ for your program because:

Multiple horizontal lines for writing the recommendation details.

The words I would best use to describe _____ are: _____

If you have any questions regarding this recommendation, please do not hesitate to contact me. I can be reached by phone at: _____ or by email: _____.

Sincerely,

Applicant Authorization and Consent Form/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 forever 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.

Printed Name (First, M.I, Last)

Social Security Number

Signature

Date

PARENT SIGNATURE REQUIRED IF APPLICANT IS LESS THAN 18 YEARS OF AGE:

I am the parent/guardian of _____, and I acknowledge that the City of Charlotte conducts a "Background Check" on prospective employees. I hereby consent to allow the City to check the background of the above named individual, and authorize the applicant to undergo a drug testing by Wolfe Data (with the understanding that I will be contacted to discuss any abnormal results which may occur).

Signature

Date

Para informacion en espanol, visite 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, go to 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 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 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.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Statement of Understanding Regarding the Mayor's Youth Employment Program *Student Handbook*

This is to certify that I, _____ have received a copy of the Mayor's Youth Employment Program Handbook as recorded on this date.

I understand that I am responsible for reviewing the contents of this handbook and asking questions if I do not understand any part of it.

This handbook is not a contract of employment. I understand that North Carolina has an employment-at-will doctrine; therefore, I am an at-will employee and I can be terminated at any time and for any reason without advanced notice. Also, the at-will doctrine allows me to terminate my employment with the Mayor's Youth Employment Program (resign) at any time; however, I do agree to provide a one weeks' notice at the time of my resignation.

If I am awarded an internship I agree:

- To conform to the regulations of the organization in which I am working
- Provide appropriate documents to establish identity and employment authorization.
- To allow my image to be used for the purpose of promoting and advancing the MYEP and its partner organizations, including public and private corporations, in all media outlets; TV and print media – unless a Photo Consent is not filed).
- To dress appropriately for the work environment (observing not to wear blue jeans (unless prior- approval is granted in writing by the Host Employer/MYEP staff), graphic tees, shorts, revealing items of clothing – see dress code section in this *Handbook*).
- To notify my internship coordinator and the MYEP staff should any problem or concerns arise regarding my internship.
- To abide by the code of ethics and conduct outlined by the City of Charlotte's Mayor's Youth Employment Program (MYEP), adhere to the responsibilities and character development guidelines.
- To not make any false statements, forge signatures or provide inaccurate identification numbers such as but not limited to social security numbers, state issued ID's and licenses.

Student's Signature

Date

Note: This document will be completed electronically and in hard copy.

Photo Consent

I do hereby consent and agree that MYEP and any of their affiliates has permission to take photographs and/or record video and/or audio of my child and/or my child's property and to use these for MYEP educational, promotional, and/or marketing materials. I further consent that their name and identity may be revealed therein or by descriptive text or commentary. Neither individual addresses nor telephone numbers will be published within these materials. I do hereby give MYEP the right to exhibit any such works publicly or privately, including posting on the MYEP website. I waive any rights, claims or interest I may have to control the use of my child's identity or likeness in the photographs, video or audio and agree that any uses described herein may be made without compensation or additional consideration to me or my child. I represent that I have read and understand the foregoing statement and I am competent to execute this agreement.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____
(if student is under 18 years of age)

Note: This document will be completed electronically and in hard copy.