

# Growing for Good-MN

Summer 2015—Employment Application Packet

**Growing for Good-MN is sponsored by:**



3675 Arboretum Drive  
Chaska MN 55318  
(952) 443-1400  
<http://www.arboretum.umn.edu/urbangardenyouthemployment.aspx>



2400 Park Avenue  
Minneapolis, MN 55404  
Phone: (612) 871-9268  
[www.kaleidoscope-kids.org](http://www.kaleidoscope-kids.org)

## Growing for Good-MN Youth Employment Checklist

Applicant Name \_\_\_\_\_

Birth Date \_\_\_\_\_

### Possible positions available based on age and experience!

Veggies 1 (Ages 12-13)

Smart Snacks (Ages 14-15)

Veggies 2 (Ages 13-14)

New Products (Ages 15-16)

**The following items need to be completed and turned into Kaleidoscope Place by Friday, March 20, 2015 in order to be considered for a Growing for Good-MN position. You can drop off, e-mail or mail the entire completed packet to Kaleidoscope Place.**

1.  Kaleidoscope Application
2.  Application Essay
3.  Employee Expectations Form
4.  Letter of Recommendation
5.  Parent/Caregiver Permission Form

# Growing for Good-MN Behavior Expectations

- While you are at work, represent the Growing for Good-MN program in a positive, responsible, and professional manner.
- Be on time for your shift.
- Treat your co-workers and supervisor with respect—and expect to be treated with respect as well. Be courteous and respectful to customers, community leaders, and others.
- Follow directions given by your supervisor.
- Be a team player! Contribute your ideas and work to the group. Do your “fair share” of the work. Take pride in your work. Be honest.
- Dress appropriately for the job.
- Come back from breaks on time.
- If you are finished with a task, you will ask your program leader for more tasks to do.
- Talk to your supervisor if someone is making it hard to do your job.
- Do not hang out in the building after your shift ends.
- Do not use building phones for personal calls.
- Do not swear or use abusive language.
- Do not use cell phones, music players, or other electronic devices on the job.
- Complete your time sheet on time and accurately each pay period. If it is not completed you cannot get paid for your hours until the next pay period.
- Your work performance will be evaluated throughout the summer by your program leader. A final evaluation will be completed at the end of the summer and will go into your employee file.
- You will complete an end of the summer evaluation where you provide feedback about your experience in the Growing for Good-MN program.
- Commission checks are mailed on October 31<sup>st</sup> each year.
- Growing for Good-MN is committed to helping youth learn important “first job” skills and tools. Thus, we want **YOU** to call in if you are late or will be absent, talk to your supervisor about questions and concerns, call Kaleidoscope if you have questions about tax forms, upcoming employment opportunities, etc. (Parents and caregivers are welcome to call with questions and concerns, but we strongly recommend and encourage youth to do it first or with their parents to gain the experience of learning about employment.)
- **It is important you are able to commit to all of the scheduled days listed in the Job Description. If you know of other activities, vacations, events that interfere with the scheduled work days then we encourage you to not apply for this position.**

**I have read and understand the expectations for employment with the Growing for Good-MN program.**

\_\_\_\_\_  
Applicant’s Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**As the parent/caregiver I understand and support these expectations.**

\_\_\_\_\_  
Parent/Caregiver’s Printed Name

\_\_\_\_\_  
Parent/Caregiver’s Signature

\_\_\_\_\_  
Date

# Growing for Good-MN Application/Kaleidoscope Place (for youth ages 12 to 15 years old)

Revised February 2015

## Personal Information

Last Name:		First Name:	
Parents /Caregivers Names:			
Address:			
City, State, Zip:			
Phone Number:		Social Security Number:	

## Education

Current School:		City, State, Zip:	
Years Attended:		Grade Level:	
Past School :		City, State, Zip:	
Years Attended:		Grade Level:	

Any other education or training which you would like to include:

## Work Experience

Name of Employer:		Supervisor's Name:	
Dates of Employment:		Phone Number:	
Position:		May we contact this person?	Yes or No
Primary duties and skills:			

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Dates of Employment:		Phone Number:	
Position:		May we contact this person?	Yes or No
Primary duties and skills:			

(Over)

**References:** Please provide the names of two individuals who are not related to you who can comment about your character and experience. **THESE CANNOT BE FRIENDS OR RELATIVES.**

Name:		Relationship to you:	
Address:		How long have you known them?	
Phone Number:		The best time to reach this person:	

Name:		Relationship to you:	
Address:		How long have you known them?	
Phone Number:		The best time to reach this person:	

**Emergency Information:** In case of an emergency, whom should we contact?

Name:	Address:	Phone Number:	Relationship to you:

**Other Information**

Are you more than 12 years old?	Yes or No
Are you more than 14 years old?	Yes or No
Are you more than 18 years old?	Yes or No
Date of Birth	
Are you able to commit to all the scheduled work days?	Yes or No Write unavailable dates:

Do you have any condition that will require special assistance in order to perform the job for which you are applying? Yes or No If yes, please describe:



# Growing For Good-MN Youth Letter of Recommendation



Growing for Good-MN is an urban garden youth employment program sponsored by the University of Minnesota Landscape Arboretum and Kaleidoscope Place.

\_\_\_\_\_ is applying for a summer position  
(Applicant's Name)

with the Growing for Good-MN program and has selected you to write a letter of recommendation for this application. Please take a moment to read through the job description and discuss the position with the applicant. In space provide below write a statement about how you know the applicant (you need to know the applicant in a professional manner through past work experience, school, or through a faith-based setting—**FRIENDS AND RELATIVES CANNOT COMPLETE THIS RECOMMENDATION**), why you recommend the applicant for the Growing for Good-MN program, and discuss the strengths of the applicant. Please give the recommendation back to the applicant or mail it to Kaleidoscope Place.

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Kaleidoscope Place  
 2400 Park Avenue  
 Minneapolis MN 55404  
 Phone: (612) 871-9268

# Growing for Good-MN Parent/Caregiver Permission and Support Form

I have read and understand the Job Description and the Growing for Good-MN Expectations. My child has my permission to work as a summer gardener for the hours on the schedule, and for the rate of pay stated on the job description. I will support them in their efforts, encourage them, and ensure they are able to attend all of their work sessions. I understand that my child will be riding in a vehicle on field trips, and to make produce deliveries to customers. I give permission for pictures of my child and/or copies of his/her written or drawn work to be used to document and promote urban garden youth employment program.

I understand the arrangements and believe the necessary precautions and plans for the care and supervision of the workers will be taken. Beyond this, I will not hold the Minnesota Landscape Arboretum or Kaleidoscope Place liable.

I understand my child may be terminated from the program if they do not follow the Growing for Good-MN Expectations.

I understand Growing for Good-MN is committed to helping youth learn important “first job” skills and tools. I will have my child call if they will be late or absent (and I will not call for them), will encourage my child to talk to their program leader about questions and concerns, will have my child call or contact Kaleidoscope with questions about tax forms, upcoming employment opportunities, etc. (Parents and caregivers are welcome to call with questions and concerns, but we strongly recommend and encourage your child to do this first or with their parents to gain the experience of learning about employment).

I understand my child is committing to working all scheduled work days listed in the Growing for Good-MN Job Description. My child and our family do not have any activities, events, or vacations that will interfere with these scheduled work days.

\_\_\_\_\_  
Parent/Caregiver's Name

\_\_\_\_\_  
Parent/Caregiver's Signature

\_\_\_\_\_  
Date

**Please list a phone number(s) where you can be reached in care of emergency:**

\_\_\_\_\_  
Cell phone

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Work phone

**Please list two emergency contacts for your child in case we cannot reach you in the event of an emergency:**

\_\_\_\_\_  
1. Name and Relationship to child

\_\_\_\_\_  
2. Name and Relationship to child

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Additional phone number

\_\_\_\_\_  
Additional phone number



Application Materials must be mailed, e-mailed or hand-delivered no later than **Friday March 20, 2015**

Please return all materials to:

**Kaleidoscope Place**

**2400 Park Avenue**

**Minneapolis, MN 55404**

If you have any questions or concerns, please call or e-mail **Catherine Baglio** at **612-746-4123**

**[catherine@kaleidoscope-kids.org](mailto:catherine@kaleidoscope-kids.org)**