



Youth  
Opportunities  
Unlimited

# WORKSITE REGISTRATION

## REGISTRATION STEP-BY-STEP

Work Experiences are an essential tool for developing a talented, motivated future workforce. Y.O.U.'s Work Experience Programs continue to be successful due to the commitment and engagement from our community and employer partners. All potential partners go through a thorough registration process to ensure that we continue to offer meaningful work experiences for young people.

**FILL OUT OUR SHORT INTEREST FORM:  
[YOUCLE.ORG/EMPLOYERS](https://youcle.org/employers)**

**MEET WITH THE EMPLOYER RELATIONS TEAM**

**VERIFY YOUR WORKSITE DETAILS**

**HOST A WORKSITE INSPECTION**

**ATTEND A WORKSITE SUPERVISOR ORIENTATION**

**SIGN EMPLOYER WORKSITE AGREEMENT**

Questions? Contact our Employer Relations Team: [ERTeam@youcle.org](mailto:ERTeam@youcle.org)

# WORK EXPERIENCE POSITIONS

To register as a worksite, you will need to provide the following details for all positions you are open to hosting a young person.



*These are experiences that emphasize on-the-job learning and should not replace an existing job within your company.*

**Y.O.U. participants can successfully *support* the work of entry level positions within your company.**

## POSITION DETAILS

- Organization Name
- Organization FEIN
- Worksite Address(es)
- Primary and Alternate Supervisors' Contact Info including:
  - First and last names
  - Phone number
  - Email address
- Information about each position you'll be hosting including:
  - Job title
  - Brief job description
  - Accepted age range
  - Maximum number of participants
  - Dress Code
  - Any special requirements (background checks, health screenings, etc.)
  - Schedule for the first week