



Job Request Form

Agency Name: _____

Address: _____

City, State & Zip: _____

Phone: _____

Contact Person: _____

Email Address: _____

Address youth will report to on the first day, if different from above:

The summer program runs from June 3rd – August 2nd. Step-Up participants have 2 weeks of program orientation and career preparation training and will be available for worksite placement on Monday, June 17.

Name of Position	# of Positions	Work Hours (to-from)	Work Days	Supervisor Name

If you have a preference for a youth to fill a position please indicate the name of the youth and position to be filled:

Name: _____

Position Title: _____

Job Description

Job Description:

Specific Qualifications:

Does this position require drug testing yes no, and/or a background check yes no

Skills to be obtained:

***If more than one position please complete a job description for each different position**

Please return this form by fax or email by March 29, 2019

Cheryl Mayfield, Step-Up Omaha! - 2221 North 24th Street, Omaha, NE 68110

For more information please contact us at: Phone 402-505-3987 Fax: 402-401-6286

E-mail: cmayfield@oedc.info Hours: 8:30 am – 5:00 pm, Monday-Friday