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**Governing Body:**  
*Robinson Rancheria  
Citizens Business Council*

## Youth Employment Program

Dear \_\_\_\_\_

**Congratulations!** You have been selected for the 2015 Youth Employment Program. The following is required before you can become an employee.

- 1. Request a Work Permit from your school counselor.**
- 2. Fill out the new hire paperwork at CTPP (scheduled at a later date).**
- 3. Attend orientation at the CTPP site office (scheduled at a later date).**
- 4. Have your parent or guardian submit a request for a supportive service check to apply for your California identification (ID) card from the Department of Motor Vehicles (DMV).**

You will be notified by the Career Development Coordinator for your area when the orientation will be scheduled. Please have your parent(s) or guardian present at the orientation. They will have to fill out forms. At the orientation, we will review the rules, regulations and expectations that apply to the 2015 Youth Employment Program. Please make arrangements to attend these mandatory dates once they are set.

\_\_\_\_\_  
Sheila Montgomery

Youth Employment Coordinator

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Career Development Coordinator

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Matthew Barnes

Program Services Director