

STUDENT WORK EXPERIENCE PROGRAM

SUMMER 2024 APPLICATION

TRIBAL PROFESSIONAL DEVELOPMENT PROGRAM

Student Summer Work Experience Program 2024

Application Process

Welcome to the Seminole Tribe of Florida's Student Summer Work Experience Program (SWEP) 2024! Below is a guide outlining the steps involved and the expectations for applicants throughout the application process for the Student Summer Work Experience Program. Please remove this guide and keep it for your records.

IMPORTANT DATES

Application Deadline: Friday, May 17, 2024

Submit applications to TPD@semtribe.com or to your local Education staff member.

First Day of SWEP: Monday, June 17, 2024

Last day of SWEP: Friday, August 9, 2024

ORIENTATION

Brighton- Tuesday, June 18, 2024

Hollywood- Wednesday, June 19, 2024

Big Cypress- Thursday, June 20, 2024

Immokalee- Friday, June 21, 2024

REQUIRED DOCUMENTS:

- **Completed SWEP application**
- **Physical copy of the Tribal ID**
- **Physical copy of social security card**
- **School attendance report**

To be considered completed, SWEP applications must be submitted with all required documents listed above.

Applications must be signed by the student and a parent, if the student is younger than 18 years old.

What happens next?

- Once a SWEP application has been received, it is reviewed by the Tribal Professional Development (TPD) program staff for completion.
- TPD will contact all parents via phone to discuss placements. Job placements are based on the choices that are selected by the student on the application.
- Students will be placed in the order that the applications are received and the availability of the departments. Placements are done on a first come first served basis.
- Once job placements have been assigned, all students will be contacted by TPD. TPD staff will forward the applications to the Human Resources department for pre-employment screening. Human Resources will contact all students to schedule screenings. Pre-employment screening may include a drug test and background check.

- If a student is under the age of 18, a parent or guardian must be present.
- Students must bring original documents to the screening.
- Human Resources will email a packet to the student to be filled out before the screening to expedite the process.
- Once students have been cleared for employment from Human Resources, TPD staff will call with details regarding orientation, first day of employment and other important information.

All students will be contacted before Monday, June 17, 2024.

Orientation:

Orientation is held during the first week of the program, from Tuesday through Friday. One day for each reservation. SWEP orientation organized by TPD staff and attended by Human Resources. Orientation provides essential information about the program and sets expectations. Students are required to attend.

Work Schedule and Start Date:

Supervising manager and participant will agree upon a work schedule on the first day. All students will report to work locations at 9 am, unless advised otherwise. If a student has worked previously, they will be given an employee number that will be used to punch in and out on the first day. If the student is a first-time employee, a paper time sheet will be used for the first week until access to payroll machine has been granted. All students who attend orientation will be granted access to punch in and out during orientation. If a student will be using a computer to work, the log information will be forwarded to their department supervisor on the first day of work.

Program Policies and Seminole Tribe of Florida Employment Policies:

All program policies and Seminole Tribe of Florida employment policies will be discussed during orientation.

Best of luck with your application!

If you have any questions, please contact TPD staff or your local Education department representative.

TPD Supervisor

Kerlande Chrisostome

(954) 279-9260

TPD Specialist and Coach

Kajir Harriott

(954)993-6445

Keep these pages for your records!



**Education Department
Tribal Professional Development (TPD) Program**

**Summer 2024 Student Work Experience Program Application
June 17 thru August 9**

**Application Deadline: May 17, 2024
Drop off in-person by 5pm EST
Email applications by 11:59 pm to TPD@semtribe.com**

SWEP 2024 spots are very limited.

Vacancies will be filled as completed applications are received; on a first come, first served basis.

Student Name: _____ Member #: _____

Reservation (*where you plan to work*): _____ Age (*MUST be between 14-24*): _____

Please Answer Questions Listed Below

1. Do you plan to take any time off during the Summer Work Experience Program? Yes No
If so, please list the dates that you will be absent: _____

2. What school will you attend in 2024-2025 school year? _____

3. When is your first day of school? _____

Have you spoken with any Education staff member regarding this Summer SWEP application and opportunity?
 Yes No

In addition to a completed application, please submit the following documents:

Copy of your Social Security Card

Copy of valid Tribal Member ID Card or Government ID (*Driver License, etc.*)

Proof of enrollment or completion of Middle High School or GED (*verified by Education*)

Tribal Professional Development (TPD) Program

Student Work Experience Program Application

Summer 2024

Please email/scan applications to TPD@semtribe.com

OR

Submit to your local Education Department office.

STUDENT INFORMATION

First Name: _____ Last Name: _____ Initial: _____ Suffix: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Sex: (M) (F) SS#: _____ Member #: _____

Reservation where you reside: **BC** **BR** **FP** **HW** **IM** **NA**

TP **TR** **Non-Resident**

GUARDIAN/EMERGENCY CONTACT

Parent 1

Name: _____ Phone Number: _____

Relationship: _____ Email: _____

Parent 2

Name: _____ Phone Number: _____

Relationship: _____ Email: _____

EDUCATION INFORMATION (Please list current or most recent):

School or GED Program: _____

City: _____ State: _____ Zip: _____

If you are currently attending middle/high school, what grade are you in? _____

Do you have a high school diploma or GED? Yes No

If you are attending a college or university, what is your Major/Minor? _____

LIST YOUR SKILLS AND ABILITIES (i.e. computer knowledge, languages, filing, answer phones, etc.)

DEPARTMENT PLACEMENT *(Where do you wish to work? Please list three options)*

**Department placement is dependent upon availability; first come, first served!*

First Choice: _____ Reservation: _____

Second Choice: _____ Reservation _____

Third Choice: _____ Reservation _____

Please list the times (hours) you are available for each day of the week.

MON: _____ SAT: _____

TUE: _____ SUN: _____

WED: _____

THU: _____

FRI: _____

WORK HISTORY *(Please list most current position first)*

Company Name: _____ Position: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Supervisor: _____

Hourly Salary: \$ _____ Date Employed: (From) _____ (To) _____

Reason for Leaving: _____ May we contact? Yes No

If no, please explain why: _____

Please Answer the Questions Listed Below

- 1. Have you previously been employed by the Seminole Tribe of Florida? Yes No
- 2. Have you been a Work Experience Program (WEP) participant in the past? Yes No
What department(s)? _____
When? _____
- 3. Have you been a Student Work Experience Program (SWEP) participant in the past? Yes No
What department(s)? _____
When? _____

PERSONAL HISTORY

- 1. Does the Seminole Tribe of Florida or one of its divisions presently employ any of your relatives? Yes No
If Yes, Name of Relative(s) and Division(s): _____

What is your relationship to this relative? _____

- 2. Do you have a valid Florida Driver's License? Yes No
Driver's License number: _____ Expiration date: _____
- 3. Are you a U.S. Citizen? Yes No
- 4. Do you have any disabilities that would require special accommodation? *(Disabilities will not disqualify an applicant from employment)*
 Yes No

If yes, please describe the accommodations you will require: _____

EMPLOYEE RESPONSIBILITIES

**Student Worker must sign this section*

Student Initials and Signature

- SWEP employees will demonstrate honesty, punctuality and a cooperative attitude.
- SWEP employees will adhere to assigned department's dress code.
- SWEP employees will adhere to the policies, rules and regulations of the assigned department.
- SWEP employees are responsible for reporting their hours into Kronos, in a timely and accurate manner.
- SWEP employees will maintain strict confidentiality; for all sensitive/confidential information encountered while performing their job duties.

SWEP employees will be adaptable and able to adjust to the work environment.

Department supervisors reserve the right to assign or change employee job duties.

Applicant's Signature: _____ Date: _____
(Student Signature REQUIRED)

APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT

Parent/Guardian and Student MUST SIGN

I hereby agree that the information supplied is true to the best of my knowledge. It is agreed and understood that completion of this application does not mean an opportunity exists and in no way obligates the Seminole Tribe of Florida to employ me in the Student Work Experience Program. Moreover, I understand that any potential offer to participate in the Student Work Experience would be contingent upon a reference check, the passing of a pre-employment drug screening and a background check. I hereby authorize The Seminole Tribe of Florida to conduct reference checks, a pre-employment drug screening and a background investigation. I also understand and acknowledge that any employment opportunity with The Seminole Tribe of Florida and its programs is being offered at an "At-Will" basis. This means that I may resign my position at any time and The Seminole Tribe of Florida may discharge me at any time, with or without notice, and with or without cause, for any reason or for no reason at all. In the event of employment in the Student Work Experience Program, I will comply with all policies and procedures of The Seminole Tribe of Florida and the Student Work Experience Program.

Parent/Legal guardian will be notified of any absences of minor Work Experience Program participants during the Student Work Experience Program. I also understand that The Seminole Tribe of Florida and Student Work Experience Program retains the right to amend, modify, add, or delete any or all policies and procedures at its sole and absolute discretion.

Applicant's (Student) Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____
(Parent Signature REQUIRED if student is a minor)

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

Date Received _____

Start Date: _____ Department: _____

TPD Program Staff Signature: _____