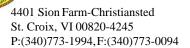
## GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS





PO Box 302608-Charlotte Amalie St. Thomas, VI 00803-2608 P:(340)776-3700,F:(340)774-5908

## **Dear Employer:**

The Virgin Islands Department of Labor is dedicated to preparing our youth to be groomed as the future labor force of the territory. Therefore, we are appealing to employers of the territory to assist us with building a skilled, productive, and adaptable workforce. You are invited to join us in this endeavor by partnering to provide a valuable workplace experience and professional development opportunity for our youth in one or more of the following ways:

- <u>Six Week Work Experience</u> no more than 180 hours of work experience for work *during the* summer months
- Year Round Work Experience: work experience for Out of School (Older Youth)

All participants in our programs are provided with Life Skills Management & Career Orientation Workshop, Workplace Preparation Skills, and Occupational Safety & Health Regulation (OSHA) training from the department. The department will provide all support services needed to facilitate this process as well as appropriate information on respective roles and responsibilities of both the participants and employers.

If you are interested in partnering with us and participating in any one of the above mentioned components, kindly complete and return the attached form. We will contact you to acknowledge receipt of your request and confirm participation. **Your form can be faxed to 340-715-5742 on St. Thomas or 340-713-3420 on St. Croix or emailed (see contact information).** If you have any additional questions, feel free to contact Mr. Kadeem Hendrickson on St. Croix at 773-1994 ext 2178 (<a href="khendrickson@vidol.gov">khendrickson@vidol.gov</a>) or Shenika Sebastien on St. Thomas at 776-3700 ext. 2080 (<a href="sceebastien@vidol.gov">sceebastien@vidol.gov</a>).

Sincerely,

Arah C. Lockhart

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Director of Workforce Development

## GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

4401 Sion Farm-Christiansted St. Croix, VI 00820-4245 P:(340)773-1994,F:(340)773-0094



PO Box 302608-Charlotte Amalie St. Thomas, VI 00803-2608 P:(340)776-3700,F:(340)774-5908

## **REQUEST FOR YOUTH PARTICIPANTS**

A Separate Request Must Be Completed For Each Job Title or Project

Type of Work Experience			
⊠ SUMMI	ER EMPLOYMENT YE	AR ROUND	
Name of Company/Agency			
Unit	For Profit	Not-For-Profit	Government
NAIII			
Mailing Address			
Contact Person	Email		
		Island	
	Email	·	
Phone/Ext.	T 17		
Dhysical Address of Vouth's Location			
Position Title or Name of Project that You	th(c) will work on		
Number of Positions Requested Starting Date			
Job/Project Description			
Education/Specific Skills Required			
Upon acceptance of summer participants, of the participant. Please sign below and applicabale) to the appropriate Department	return this form with your business		
A	uthorization/Approval		
Authorized Employer's Signature	Approving	Approving Officer, Department of Labor	
Print Name and Title	Date		