NEW YOUTH ORIENTATION PACKET

“Our VISION is to move every youth from stagnation to motivation; from limitations to possibilities; from dependency to self-sufficiency; from the past to the FUTURE.”

1-866-994-ILSP
WWW.COCOILSP.ORG
“Like” us on Facebook: CoCo ilsp
Contra Costa County
Independent Living Skills Program

WHAT
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WHAT?

What is ILSP? ILSP is a program that helps foster youth prepare for emancipation by teaching them valuable life skills they need to survive on their own. The ILSP center is a 10,000 square foot state-of-the-art Teen Center with a classroom, library and resource room, full kitchen, youth lounge and a computer lab with 25 Internet connected computers.

What can ILSP do for me? ILSP offers a wide variety of workshops designed to assist you with transitioning into adulthood along with fun events and activities. We can also help you with getting financial assistance for housing, school and even for just attending our workshops! Finally, we’re here to be friends and mentors, to help you to deal with situations and guide you in the right direction.

Who is ILSP? ILSP is us. You are foster youth and we are a team of professionals, specialists and social workers who work together to ensure that you are prepared for the challenges of adulthood and emancipation from the foster care system. In short, we are here for you.

Who is eligible for ILSP? All current and former foster youth, KinGAP youth and out of home placed probation youth between the ages of 15½ and 21.

WHY?

Why should I participate in ILSP? Not only is ILSP fun and a great place to meet friends, but you need it!! By age 18, or if you take advantage of AB12, ages 19 or 20 you will be emancipated and independent. This means that you will not rely on parents, caretakers or the county/state for money, housing, food or anything else. Being independent means mixing your freedom with responsibility, and being able to accomplish your life goals by yourself. Because you will be fending for yourself, you need the survival skills and assistance offered by ILSP.

www.cocoilsp.org
**HOW?**

**How do I join ILSP?**
Just ask us! If you’re not involved with ILSP and would like to take advantage of the program, call us at 925-957-2400 or toll free at 1-866-994-ILSP (4577) to request information about the program. If your case is held in another county but you are residing in Contra Costa County, remind your social worker that you want to participate in Contra Costa County ILSP’s events and workshops.

**How do I find out about workshops and events?**
Just call any of our staff. Our toll free number that rings on all of our phones is 1-866-994-ILSP (4577). Our phone numbers are listed at the end of this packet. Also be sure to check out our website, www.cocoilsp.org, for an on-line version of the Workshop and Events Calendar. Click on “What’s Happening”. This listing is always the most accurate, up-to-date version available.

**How do I sign up for Workshops or Events?**
To sign up for workshops and activities, please call ILSP at 925-957-2400 or toll free at 1-866-994-ILSP (4577) for the activity you wish to join or email the ILSP worker listed next to the workshop on the ILSP What’s Happening calendars available on our website. Don’t forget, sometimes we have to cancel or change times and dates so be sure to check with us ahead of time. It is also a good idea to check the website, www.cocoilsp.org, to find out who the contact person is for the workshop or event. YOU MUST SIGN UP TO ATTEND. That way we know how many people to plan for regarding food and workshop materials.

**How do I contact ILSP?**
Call us, e-mail us or just stop by at any time. We are also on Facebook under CoCo ilsp. There is always someone here in the office between 9am-5pm Monday – Friday (except holidays), though we are often away from our desks. All of our contact info is in the “ILSP Program Service Staff” list in the back of this packet as well as the ILSP website under “Staff”. If we’re not here when you call, leave us a message with your first and last name and phone number including the area code (925, 510, etc.) and we’ll get back to you. And remember, we have a toll-free number (1-866-994-ILSP) and accept all collect calls! Keep in touch, we’re here to help and want to hear from you!

ILSP is now on Facebook at CoCo ilsp. We post about upcoming workshops, job announcements, congratulations, and special events.

**www.cocoilsp.org**
WHERE?

Where is ILSP?
ILSP is in every county of every state but Contra Costa County’s ILSP Teen Center is located @ 1875 Arnold Dr. (upstairs) in Martinez. Our classes are held in 3 areas of the county. On Tuesday’s workshops are held that the ILSP Teen Center at 1875 Arnold Drive, Martinez (upstairs) and on Wednesdays at 1275 A Hall Ave in the cafeteria (enter from the side of the building) in Richmond, CA and also on Wednesdays at Los Medanos College in Pittsburg, room 213 in the Core Building. Some activities like the Ropes Course, Skiing, Camping, and White Water Rafting take place off-site from ILSP. For most off-site activities, staff and youth will meet at the ILSP office, then travel by van to activities.

How do I get to ILSP?
Please make sure to make arrangements with your Group Home, Resource Parent, Guardian or CASA regarding transportation to and from ILSP. The 18 County Connection bus can be caught at Concord BART and drops off right in front of our building. Check 511.org for bus times and schedules or call the County Connection bus company at 925-676-7500 before 6:30pm. Our address is:

ILSP (IBEW Building)
1875 Arnold Drive, Ste 200
Martinez, CA 94553

When does ILSP happen?

School Year
Activities usually take place on weeknights from 5:30 p.m. to 7:30 p.m. and on select Saturdays. Don’t forget sometimes we have to cancel or change times and dates so be sure to check with us.

Summer
ILSP takes a break from the steady stream of educational workshops and support groups offered during the regular school year. Summer is a time to celebrate good weather and engage in most of our outdoor activities. Check with the What’s Happening Calendars on our website www.cocoilsp.org for specific times and dates.
ILSP WORKSHOPS

ILSP Workshops are designed to provide you with the skills and information necessary for you to have a successful emancipation. Workshops focus on Education, Employment, Housing and Well-Being. Only with the assistance and support of care provider can these skills be put into practice by our youth.

ILSP workshops are “Learn and Earn” workshops. Youth from Contra Costa County can earn $10.00 incentives per workshop from Contra Costa County ILSP if you attend the whole workshop and participate. Youth who are placed in Contra Costa County from other counties will receive their incentive from their home county ILSP. Using cell phones during workshops or disrupting others ability to learn can result in losing your incentive. ILSP works on preparing youth for emancipation and youth must be on-time to workshops. Each youth must sign a “Code of Conduct” that covers the rules for attending workshops.

**Employability Workshop**

A very important workshop if you want to get a job. Learn how to: find job openings, apply for jobs, interview techniques and keep a job. Also learn the correct way to leave a job.

**Resumé Workshop**

In a separate Resumé Workshop, create and take home your own resume. Bring your work and volunteer information. Learn how to research employer information on the internet.

**Housing Workshop**

Find out the secrets of how to search for housing, meet with prospective landlords and to plan your housing budget. This workshop also educates youth on Renter’s Rights and selection of roommates.

**College Workshop**

Learn the differences between 2 and 4-year colleges and trade schools. Get information about programs located on college campuses that will aid you on your academic quest. You will also be guided in selecting and applying for each type of program. Learn tips on choosing a major and exploring academic interests.
ILSP Cooking Basics/Cooking Workshops
Learn basic cooking techniques and healthy cooking. Learn the basics about measuring, mixing, dicing and reading recipes. This workshop uses easy recipes that you will be able to take home with you to make again and again. We will make desserts, main dishes, appetizers, and side dishes during this workshop!!

Money Management
We have partnered with Financial Planning Associates and Mechanics bank to provide this comprehensive financial responsibility workshop. This class will teach you how to manage the most important thing in your life, MONEY! You will also learn how to write checks, balance a checkbook and establish good spending habits and credit. FPA provides a matching incentive for this workshop. This 4 week workshop earns a 50.00 incentive from ILSP. Youth must attend all 4 workshops and open a student checking account with Mechanics Bank to qualify for the matching incentive for up to 100.00.

Men’s Group
For men or those who identify as male. Learn about dating, sexual responsibility, and effective communication, while exploring what it means to be a young man in today’s society.

Women’s Group
For ladies or those who identify as female. This workshop covers a broad range of topics from healthy body and mind, sexual responsibility to domestic violence and healthy relationships.

Emancipation Preparation Workshop
Join us to learn about the important dates and events you need to know about your senior year. Covered is: Housing, Employment and Education and Emancipation Planning. Learn about what specific workshops that will be for our graduating and emancipating seniors.

Healthy Bodies/Healthy Minds
Various guest trainers will lead classes about how to stay healthy, healthy choices and how to access services for maintaining good mental and physical health.

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### ILSP EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Fall Retreat</strong></td>
<td>The annual fall retreat is ILSP’s kick-off to the new season! We invite youth, foster parents/relative caregivers, social workers and group home providers to share a fun time and spread the word about ILSP. Lunch and T-shirts are provided!</td>
</tr>
<tr>
<td><strong>Senior Kickoff</strong></td>
<td>The annual senior kickoff is designed to start all high school seniors with all the tools and information that they will need for their senior year. It is a large event that includes: financial aid information, Senior Sponsorship information (money to pay for senior events), transitional housing information, banking information, California Youth Connection information, Cal State Guardian Scholars Programs, Employment program information and much, much more. Senior educational planners, flash drives, and backpacks with school supplies are extra incentives for attending.</td>
</tr>
<tr>
<td><strong>Day at the Capitol</strong></td>
<td>Travel with us and the California Youth Connection (CYC) to the State Capitol building in Sacramento for a weekend of fun and political and legislative change for foster youth.</td>
</tr>
<tr>
<td><strong>Other Special Events When Available</strong></td>
<td>Sometimes ILSP receives tickets to sporting events, plays and cultural events. Tickets are given to ILSP participating youth on a first come, first served basis.</td>
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</table>
ILSP SENIOR/EMANCIPATION WKSHPS.

ILSP Senior Workshops are geared specifically towards seniors graduating from high school and/or are emancipating from the foster care/probation system. Most senior workshops are held at the ILSP building in Martinez because of the availability of the internet and computer applications.

<table>
<thead>
<tr>
<th>Workshop Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Financial Aid Workshop</td>
<td>Get specialized assistance in applying for your Free Application for Federal Student Aid (FAFSA). Learn how to finance your education and qualify for a college fee waiver. Learn about scholarships, financial aid and grants, when and how to apply for them and how much money you’ll get.</td>
</tr>
<tr>
<td>Scholarship Workshop</td>
<td>Learn about exclusive ILSP scholarships applications. Learn how to find and apply for other scholarships, and their requirements. Staff will be there to assist you in writing a personal statement that can be used with future applications.</td>
</tr>
<tr>
<td>College Tours</td>
<td>Join ILSP staff as we take you on tours of colleges throughout the year. See first-hand what real “campus life” is all about.</td>
</tr>
<tr>
<td>College Luncheon</td>
<td>An afternoon of pizza, fun and education designed to ease the anxiety of entering college. Come listen to former foster youth now enrolled in college share their wisdom, stories and experiences of college life.</td>
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</tbody>
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## EMANCIPATION SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
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<tbody>
<tr>
<td>Educational Stipends</td>
<td>Available to all post secondary college and vocational students each semester. Just call us and ask for the form. Complete it and send it back to us with your class schedule and passing grades. We’ll send you a check. Amounts vary by type of school and number of classes.</td>
</tr>
<tr>
<td>Housing Grants</td>
<td>ILSP offers a one-time Housing Grant to help any AB12 youth or emancipated youth under age 21 who can show they are working and can pay rent move in to an apartment or house.</td>
</tr>
<tr>
<td>Clothing Closet</td>
<td>ILSP offers an on-site clothing closet. Please feel free to come check out what is available. It is free for ILSP In-care, AB12 and Emancipated foster youth.</td>
</tr>
<tr>
<td>Emergency Food Pantry</td>
<td>ILSP has limited amount of food boxes available for youth in need. We have been lucky enough to connect with the Methodist Women’s Group in Walnut Creek and they are keeping our food pantry stocked. Please contact ILSP and set up an appointment to pick one up. 1(866) 994-4577.</td>
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TRANSITIONAL HOUSING PROGRAMS

THPP

There are currently two THPP (Transitional Housing Placement Program) THP enables youth age 16 to 18 to experience independent living before emancipation. Youth are required to maintain school attendance, a part-time job and a 2.0 GPA. The two in-care THP Programs are:

1. Amador Institute
2. Families First

Both programs have a seamless transition into THP+FC. Youth will not have to move upon gaining AB12 status.

THP +FC (for youth participating in AB12)

There are currently (as of 2/2014) four THP+FC programs that operate in Contra Costa County. Each has their own set of requirements and rules.

1. Amador Institute
2. Families First
3. First Place
4. Environmental Alternatives

THP (for youth who are 18+ who are not participating in AB12 or are over the age of 21 and under age 24)

These are 24 month subsidized transitional housing programs though youth don’t need to participate the entire 24 months. Youth are required to be working. Each program has different requirements. The two THP Programs in Contra Costa County are:

1. Appian/Bissell Cottages (El Sobrante/ Richmond)
2. Mi Casa (Concord)
KNOW YOUR RIGHTS

YOU HAVE THE RIGHT TO LIVE IN A SAFE, COMFORTABLE HOME WITH:
- Enough clothes and healthy food
- Your own place to store your things
- An allowance (if you are in a group home)
- A phone that you can use to make confidential phone calls (unless a judge says you cannot)

YOU HAVE THE RIGHT TO:
- Be treated with respect
- Go to religious services and activities of your choice
- Send and get unopened mail (unless a judge says someone else can open your mail)
- Contact people who are not in the foster care system (like friends, church members, teachers, and others)
- Make contact with social workers, attorneys, probation officers, CASAs, foster youth advocates and supporters, or anyone else involved with your case
- Be told about your placement by your social worker or probation officer

NO ONE CAN:
- Lock you in a room or building (unless you are in a community treatment facility)
- Abuse you physically, sexually or emotionally for any reason
- Punish you by physically hurting you for any reason
- Look through your things unless they have a good and legal reason

YOU HAVE RIGHTS AT COURT TOO. YOU CAN:
- Go to court and speak to a judge
- See and get a copy of your court report and your case plan
- Keep your court records private, unless the law says otherwise
- Be told by your social worker or probation officer and your attorney about any changes in your case plan or placement

YOU HAVE HEALTH RIGHTS. YOU CAN:
- See a doctor, dentist, eye doctor, or talk to a counselor if you need to
- Refuse to take medicines, vitamins or herbs (unless a doctor or judge says you must)

YOU HAVE SCHOOL RIGHTS. YOU CAN:
- Go to school every day
- Go to after-school activities right for your age and developmental level

YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:
- Have your own emancipation bank account (unless your case plan says you cannot)
- Learn job skills right for your age
- Work, unless the law says you are too young
- Manage the money you earn (if right for your age, developmental level and it’s in your case plan)

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- Go to Independent Living Skills Program classes and activities if you are old enough

**YOU HAVE FAMILY RIGHTS TOO. YOU CAN:**
- Visit and contact your brothers and sisters (unless a judge says you cannot)
- Contact parents and other family members, too (unless a judge says you cannot)

**YOU HAVE OTHER RIGHTS TOO. YOU CAN:**
- Tell the judge how you feel about your family, lawyer, and social worker
- Tell the judge what you want to happen in your case
- Have your own lawyer
- Live with a family member if that would be a safe place
- Call the Foster Care Ombudsman Office and Community Care Licensing at any time
- Get help with school if you need it

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**Remember your rights. Also remember that the foster parent’s or group home’s job is to supervise you and keep you safe and healthy.**
If you feel you are being discriminated against because of, but no limited to, your sex, race, color, religion, or for any other reason, please contact the Foster Care Ombudsman Help-line.

1-877-846-1602

Or, fill out the “Complaint Page” on the FC Ombudsman website:

[www.fosteryouthhelp.ca.gov](http://www.fosteryouthhelp.ca.gov)

Or, send an email:

[fosteryouthhelp@dss.ca.gov](mailto:fosteryouthhelp@dss.ca.gov)
Foster Youth Mental Health Bill of Rights

1. You have the right to receive mental health services and supports.

2. You have the right to receive information about your mental health, including your diagnosis and available treatment options, in a way that is easy to understand and age appropriate.

3. You have the right to participate in decisions made about what mental health treatments, services, and medications they receive.

4. You have the right to receive needed mental health services and supports in a timely fashion.

5. You have the right to receive mental health services and supports in the least restrictive environment appropriate to meet your individual needs.

6. You who are twelve or older have the right to privately seek and consent to outpatient mental health counseling and treatment (except for psychotropic medications).

7. You have the right to take only medication or other chemical substances that are authorized by a doctor.

8. You have the right to be informed about the risks and benefits of psychotropic medications in an age appropriate manner.

9. You have the right to tell your doctor that they disagree with any recommendation to prescribe psychotropic medication.

10. You have the right to go to the judge and say you disagree with any recommendation to prescribe psychotropic medications. (You are encouraged to talk to your attorney first to make sure the youth does not say something against his or her interests.

11. You have the right to ask for mental health services, including reassessments regarding your diagnoses and your prescriptions for psychotropic medications.

12. You have the right to work with your prescribing doctor in order to safely stop taking psychotropic medications.

13. You have the right to be able to contact your mental health treatment providers.

14. If you are twelve or older you have the right to confidentiality when speaking with your therapist or doctor. With a few limited exceptions, a health care provider must get permission from you if you are twelve or older before sharing confidential medical information with others. (You are encouraged to ask your therapist or doctor what information will or will not be kept confidential and who the provider is allowed to share the information with.)

15. You have a right to keep your medical information and diagnoses confidential and only shared with those authorized to know this information for the purposes of arranging for, coordinating, and providing health care services and medical treatment to the youth.

16. You have the right to see and get a copy of your court record.
17. If you are twelve or older you have the right to see and get a copy of your medical and mental health records. *(You can request your mental health records, but if a health care provider determines that seeing these records would be harmful to you they can refuse your request.)*

18. You have the right to continue receiving mental health treatment when your placement changes, including when they are moved to a different county.

19. You who are in foster care on your 18th birthday have the right to continue to receive health care, including mental health services, through Medi-Cal until age 26 regardless of your income level.

**Resources & Contacts**

Do you think your rights have been violated? Do you want to speak with someone about questions or concerns you have? Help is available!

Foster youth are encouraged to reach out to trusted adults who can offer support and help answer questions. These adults might include social workers, CASA volunteers, attorneys, and foster parents.

Foster youth can also contact any of the resources listed below. They can listen to concerns, answer questions, document complaints, and provide feedback on what steps foster youth can take to advocate for your mental health rights.

**California State Office of the Foster Care Ombudsman**
Toll Free: (877) 846-1602
www.fosteryouthhelp.ca.gov

**California Office of Patients’ Rights**
(916) 504-5810

**Disability Rights California**
Toll Free: (800) 776-5746, (800) 719-5798 TTY

**California Mental Health Ombudsman**
Toll Free: (800) 896-4042, (800) 896-2512 TTY
MHOmbudsman@dhcs.ca.gov

[Note: This document can be adapted to include contact information for local resources.]

**Disclaimer:** The Foster Youth Mental Health Bill of Rights is for informational purposes only. The information provided should not be construed or relied on as legal advice on any issue.
Contra Costa County  
Independent Living Skills Program  
1875 Arnold Drive, Suite 200  
Martinez, CA 94553  
Main Phone Line: (925) 957-2400  
Fax Number: (925) 957-2427  
TOLL FREE: 1-866-994-ILSP  
WWW.COCOILSP.ORG

ILSP PROGRAM SERVICE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Graves</td>
<td>Program Coordinator</td>
<td><a href="mailto:dgraves@ehsd.cccounty.us">dgraves@ehsd.cccounty.us</a></td>
<td>(925) 957-2404</td>
</tr>
<tr>
<td>Tim Hamp</td>
<td>Asst. Coordinator/Transitional Housing</td>
<td><a href="mailto:thamp@ehsd.cccounty.us">thamp@ehsd.cccounty.us</a></td>
<td>(925) 957-2403</td>
</tr>
<tr>
<td>Alfred Arroyos</td>
<td>ILSP Program Specialist</td>
<td><a href="mailto:aarroyos@ehsd.cccounty.us">aarroyos@ehsd.cccounty.us</a></td>
<td>(925) 957-2405</td>
</tr>
<tr>
<td>Kristin Olsen</td>
<td>ILSP Program Specialist</td>
<td><a href="mailto:olsenk@ehsd.cccounty.us">olsenk@ehsd.cccounty.us</a></td>
<td>(925) 957-2428</td>
</tr>
<tr>
<td>Nicolas Rocha</td>
<td>ILSP Program Specialist</td>
<td><a href="mailto:rochana@ehsd.cccounty.us">rochana@ehsd.cccounty.us</a></td>
<td>(925) 957-2418</td>
</tr>
</tbody>
</table>
Contra Costa County Children and Family Services
Independent Living Skills Program

Code of Conduct

1. Youth will conduct themselves in an appropriate manner at all times while participating in ILSP classes and sponsored activities.

2. ILSP is a safe space. **Youth will treat each other, staff and volunteers respectfully at all times.** Discriminatory, disrespectful, sexualized or violent language or behavior during workshops or activities will not be tolerated at ILSP.

3. ILSP is a learning environment. Disruptive, loud or distracting behavior will not be tolerated.

4. No cells phones, video games or text messaging during ILSP workshops. Youth may ask ILSP staff to use the telephone in case of emergency.

5. No cells phones or text messaging during ILSP workshops.

6. ILSP is a drug, alcohol, and smoke free environment. Smoking or using alcohol or drugs will not be permitted and will result in removal from workshop or activity.

7. ILSP’s Arnold Street youth center came about in 2001 through the hard work of dedicated individuals. Please take care of all of the ILSP spaces by cleaning up after yourself and otherwise assisting staff. Any vandalism, theft or maltreatment of the space will result in removal from workshops or activities and financial penalties.

8. Please respect our surrounding community. Hanging out or leaving trash in the parking lot, street, or surrounding community near the ILSP Youth Center before, during or after workshops is not permitted. Please be a positive representative of our community.

9. All food and beverages should be eaten in the kitchen or designated areas unless otherwise indicated by ILSP Staff. (Absolutely no food or drink in the Arnold classroom location). Please clean up after snack.

10. All youth must dress in a way that is not distracting or offensive to others. (No revealing clothing or gang colors or violent or drug related images)

| ILSP is a neutral, hate-free zone and all peers and ILSP staff should be respected at all times. Discrimination and prejudice have no place in ILSP. |

I, ____________________________, have read and understand the above guidelines. I agree to follow the code of conduct with the understanding that breaking this agreement may lead to my removal from program activities and workshops or loss of financial incentives.
ILSP Youth Signature

______________________________
Date

www.cocoilsp.org
ILSP Goldmine Information Sheet

PERSONAL INFORMATION

Full Name: ____________________________________________

Address: ____________________________________________

City: ___________________ State_________ Zip Code________

Email Address: ____________________________________________

Home Phone #: (____) - _______ Cell #: (____) - _______

Birth date: ___________ Social Security Number: ________________________

Current Age: _____ Ethnicity: ___________________

Do you have any Children: YES NO
If so, how many? _______ Name: _______ Age: _______ M or F?
Name: _______ Age: _______ M or F?
(Use back of page if more than 2 kids)

Do you have a California ID? Yes No
Social Security Card? Yes No
Certified Copy of your Birth Certificate? Yes No

EDUCATIONAL INFORMATION

Name of School: ____________________________________________

What Grade are you in (17/18 school year)? (Circle) 9th 10th 11th 12th

When are you graduating? _______ Are you on track to graduate?___________

Have you passed the CAHSEE (exit exams)? ___ Math _____ English

COUNTY CASE INFORMATION

**Social Workers Name: ___________________ Phone: ___________________

County you are from: (Alameda, Contra Costa, Solano, Etc.): ________________

EMPLOYMENT INFORMATION

Have you ever worked (Volunteer or Paid)? Yes No
If so, Where (Name of Company)? __________________________________________
City: ____________________________________________
What was your job title (Cook, Fast food worker): ______________
Circle: Part-time Full-time
When (mo/yr-mo/yr): __________ to __________ Rate of Pay: _______ Hr.