



2022

# NYC Ladders for Leaders

Participant Application

**NYC**<sup>TM</sup>  
Department of  
Youth & Community  
Development

  
**WORKFORCE  
CONNECT**  
DYCD Youth Employment Programs

Personal Information

1. Social Security Number (Please be accurate)

2. Last Name

3. First Name

4. MI

5. Birth Date (MM/DD/YYYY)

6. Sex at Birth

Please select your preferred Gender Identity

7. Citizenship Status

Female

Male

U.S. Citizen

Permanent Resident

Other

8. Selective Service Registration # & Date- Males 18 years of age must be registered with the Selective Service System to participate in the program (if you have not already registered; visit [www.sss.gov](http://www.sss.gov))

OSIS # (DOE Students ONLY)

Do you have access to an electronic device with internet accessibility?

Date (MM/DD/YYYY)

9. How did you hear about us?

Yes

No

10. Street Address

11. Apartment

12. Zip Code

Are you familiar with any of these skills? (check all that apply)

13. Do you live in a NYCHA Housing Development?

If Yes, Name the Development:

14. Borough

No (If No; Go to question 14)

Yes

15. Applicant's Ethnicity (Select one)

16. Applicant's Race (Select one)

17. Other than English, what Language are you most comfortable speaking?

18. Applicant's Home Phone #

19. Applicant's Cell Phone #

Please select "Yes" if you would like to receive text updates

20. Applicant's Email

Yes

No

21 Name of Parent or Legal Guardian (Last Name)

22. First Name

23. Emergency Contact Phone #

Educational Status

24. Educational-Student Type

25. Current educational status

26. Please indicate the school system you attend:

What school did/do you attend?

Indicate last grade completed

Income & Other Information

27. Total family income (gross) for the last SIX months

28 (A). Number of family members currently living in applicant's household

28 (B). Applicant's Household Type

29. Is applicant or applicant's family currently receiving public assistance?

30. Type of Public Assistance (Check all that apply)

Yes

No (Skip to #31)

Family Assistance

S.S.I.

Other

Safety Net/Home Relief

Supplemental Nutrition Assistance Program (SNAP)

31. Is the applicant any of the following (Check all that apply)

Disabled

Offender/Justice Involved

Foster Care

Does Not Apply

ACS Preventative Services

Served in the Military

Homeless /Runaway

Parent

Educational and Career Detail

32. School Major

32. Grade Point Average

34. Where is your school located? (Check One)

35. Start and end dates of your summer break?

36. Prior work experience?

37. What is the applicant's long-term career goal? List three (3) options:

In NYC

Outside of NYC

From (MM/DD/YYYY)

To (MM/DD/YYYY)

Yes

No

City

State

Banking Information

38. Do you have a bank account?

39. Interested in opening a bank account?

40. Interested in direct deposit?

41. Are you covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance?

42. Would you like to receive information about insurance program?

Yes

No

Yes

No

Yes

No

Yes

No

**Certification of Accuracy:** I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.

Applicant Signature

Date: (MM/DD/YYYY)

Parent/Guardian Signature

Date: (MM/DD/YYYY)

**Part 2 - ESSAY QUESTIONS\***

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Q1: What life event has had the most influence on you and why? (250 words or more)

For questions #2 + 3, you must select and answer one out of the two:

Q2: What are you hoping to gain from the Ladders for Leaders program that will help you achieve your future career goals? (250 words or more)

Q3: What career field are you interested in and why? If you are undecided, what interests would you like to pursue further and why? (250 words or more)

**RESUME (Attach a hard copy) – Each field represents a different section of your resume. Please enter the information accordingly.\***

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- CONTACT INFORMATION (Name, Address, Phone/Cell number, Email)
- EDUCATION
- EMPLOYMENT HISTORY / WORK EXPERIENCE
- VOLUNTEER / LEADER EXPERIENCE
- HONORS & AWARDS
- EXTRACURRICULAR ACTIVITIES
- SKILLS

**TRANSCRIPT (Attach a hard copy)\***

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**APPLICATION MUST BE SUBMITTED BY 11:59PM February 25th, 2022.**

For more information about NYC Ladders for Leaders, please visit us at [www.nyc.gov/Ladders](http://www.nyc.gov/Ladders) or call DYCD at (800) 246-4646.

## 2022 Ladders for Leaders Provider List

Provider Name	Address	Contact Information	Worksite Examples
CommonPoint Queens (Formerly known as Central Queens Y)	67-09 108th Street, Forest Hills, NY 11375	718-268- 5011 ext. 299  commonpoint queens.org	Bank of America, Ernst & Young, Morgan Stanley, Blackrock, Blackstone, Morgan Stanley, Macy's, NASDAQ, Hughes Hubbard & Reed, Goldfarb & Fleece, LLP, Kassatex, Kickstarter, Laura Devine Attorneys, Lawline, Lincoln Center, Medidata, Morgan Stanley, Museum of the Moving Image, National Grid, Neuberger Berman, and Rudin, etc.
PENCIL, Inc.	30 West 26th Street, 5th Floor, New York, NY 10010	646-638-0565  pencil.org	Amalgamated Bank, Deloitte, Xandr, Bloomberg, KPMG, LinkedIn, Paul Hastings LLP, Boston Consulting Group, Beazley Group, Blueberry Builders, LLC, Uncubed, OEM, Department of Design and Construction, WeWork, Uptown Stories Inc., DonorsChoose.org, Tishman Speyer, Jack Resnick+Sons, Sotheby's, and Design Incubator Inc., etc.

Applicants can apply to any of the above providers regardless of their borough of residence.

If you are selected for a Ladders opportunity, you will need to submit certain documents online via a secured document submission site. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for Ladders for Leaders.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 2 and 7).

Reminder: **ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED**

1. Proof of Identity

- ☐ Official Picture ID (school, city, state, government issued)  
IDNYC Municipal ID will be accepted

2. Proof of Age

- ☐ Birth Certificate **OR**
- ☐ Benefit Card **OR**
- ☐ NYS Driver/Non-Driver’s License **OR**
- ☐ Alien Registration Card **OR**
- ☐ Valid U.S. Passport

3. Proof of Social Security Number

- ☐ Social Security Card (**ONLY**)

4. Proof of Address (*Dated within the last 6 months*)

- ☐ Home Utility Bill **OR**
- ☐ Current Lease, Mortgage, Deed **OR**
- ☐ Current Cable Bill (Must have Phone Service Listed) **OR**
- ☐ Official Mail from a Federal, State or City Agency

5. Ladders Application

- ☐ A signed Ladders application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

6. Proof of Employment Authorization

- ☐ Report Card (*dated within the last 6 mos*) **OR**
- ☐ Official School Transcript **OR**
- ☐ NYS Driver/Non-Driver’s License **OR**
- ☐ Voter’s Registration Card **OR**
- ☐ U.S. Military Card /Draft Record **OR**

7. Proof of Educational Status

- ☐ Official High School Transcript **OR**
- ☐ Official College Transcript **OR**
- ☐ Unofficial College Transcript w/ copy of College ID

8. Proof of Citizenship/Alien Status

- ☐ Valid U.S. Passport **OR**
- ☐ U.S. Birth Certificate **OR**
- ☐ Alien Registration Card **OR**
- ☐ I-94 , I-551, I-797 **OR**
- ☐ Certificate of Naturalization **OR**
- ☐ Employment Registration Card

9. Proof of Family Income  
(*Dated within the last 6 months*)

**If Supported by Public Assistance**

- ☐ Current EBT Card (with parent/guardian name) **AND** a recent store receipt **OR**
- ☐ Current Benefit Budget/SNAP Letter **OR**
- ☐ Official letter from Social Services (Must include applicant’s name, Benefit # and date)

**OR**

**If Not Supported by Public Assistance**

- ☐ Two (2) consecutive pay stubs dated within the last six months (*Must include payee name, and gross income*) **OR**
- ☐ **2021** W-2 form and one (1) pay stub dated within the last six months **OR**
- ☐ Current Pension Award letter **OR**
- ☐ Current SSA Award letter **OR**
- ☐ Unemployment Benefit Document dated within the last six months **OR**
- ☐ If self-employed, **2021** Tax Return including Schedule “C” or “E” (if receiving rental income)

10 Working Papers (*Must be age applicable*)

Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local District Office.

**Required for Youth under 18 years of age ONLY**

- ☐ **16 and 17 years of age: Green Card**

11. Please provide **ONLY** if applicable

- ☐ **Selective Service** Registration Card **OR** Selective Service “Online Receipt”  
**Required for males 18 years of age or older**
- ☐ Proof of **Disability**: Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.

***Please note: all references to the word current mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired. The status of your application can be found at [www.nyc.gov/dycd](http://www.nyc.gov/dycd).***