

Sponsored Employment Program (SEP) 2023

What Do I Need to Know to Apply for a Job at SEP?

All young people who apply must meet the following requirements:

You must be 14-24 years of age

Live in East Palo Alto (EPA) or Belle Haven/eastern Menlo Park (EMP)

Have proof of legal right to work in the United States

How do I apply for a job with SEP?

Go online to www.lepa.org, click on the SEP application, download, complete the application and email to jobs@lepa.org

OR

Complete the SEP application and bring it to the <u>One East Palo Alto</u> office at 2396 University Avenue in East Palo Alto <u>ANY TUESDAY</u> between 2pm and 6pm before the May 15th deadline.

Make sure your contact information is current when you apply.

What happens after I apply for a job with SEP?

Stay tuned for a call from us the 1st week of June inviting you to an interview on Zoom on Monday, June 5th.

In the meantime, gather and make a copy of

- (1) an I.D. that proves you live in EPA or EMP
- (2) legal document that proves right to work in the United States, such as the Deferred Action for Childhood Arrivals (DACA) and/or the documents below.





OR



OR





Social security card & picture ID

U.S. Passport

Birth Certificate & picture ID

Keep the copy of your documents in a safe place because you will need them quickly if you are hired.

All completed <u>applications</u> must be <u>IN</u> One East Palo Alto's office by <u>5:00 p.m. on May 15, 2023</u>. For more information, contact Lupe Ma'afu at 650.898.5055 or 650.980.1809.