

Statement of Understanding Regarding the Mayor's Youth Employment Program *Student Handbook*

This is to certify that I, _____ have received a copy of the Mayor's Youth Employment Program Handbook as recorded on this date.

I understand that I am responsible for reviewing the contents of this handbook and asking questions if I do not understand any part of it.

This handbook is not a contract of employment. I understand that North Carolina has an employment-at-will doctrine; therefore, I am an at-will employee and I can be terminated at any time and for any reason without advanced notice. Also, the at-will doctrine allows me to terminate my employment with the Mayor's Youth Employment Program (resign) at any time; however, I do agree to provide a one weeks' notice at the time of my resignation.

If I am awarded an internship I agree:

- To conform to the regulations of the organization in which I am working
- Provide appropriate documents to establish identity and employment authorization.
- To allow my image to be used for the purpose of promoting and advancing the MYEP and its partner organizations, including public and private corporations, in all media outlets; TV and print media – unless a Photo Consent is not filed).
- To dress appropriately for the work environment (observing not to wear blue jeans (unless prior- approval is granted in writing by the Host Employer/MYEP staff), graphic tees, shorts, revealing items of clothing – see dress code section in this *Handbook*).
- To notify my internship coordinator and the MYEP staff should any problem or concerns arise regarding my internship.
- To abide by the code of ethics and conduct outlined by the City of Charlotte's Mayor's Youth Employment Program (MYEP), adhere to the responsibilities and character development guidelines.
- To not make any false statements, forge signatures or provide inaccurate identification numbers such as but not limited to social security numbers, state issued ID's and licenses.

Student's Signature

Date

Note: This document will be completed electronically and in hard copy.