

## **WOODBRIDGE JOB BANK RULES AND REGULATIONS**

The following rules must be followed to ensure fairness to the employer and to other Job Bank members.

1. As soon as a Job Bank member receives a job offer, the Job Bank member **MUST** telephone the employer immediately (within one day).
2. The Job Bank member is to **CALL THE JOB BANK OFFICE** at 203-389-3429 as soon as he/she has either taken or rejected a job offer. This ensures that the job is either open for other members of the Job Bank, or is taken and closed.
3. All Job Bank members are to work independently and are **NOT** to bring a friend along with them to work unless approved by the employer.
4. Job Bank members are to present themselves with a neat and proper appearance, and show readiness to work.
5. Respect must be shown for the employer and other members of the family, their pets, and all property owned by the employer.
6. The Job Bank member should always arrive on time.
7. The Job Bank member must call the employer as soon as possible if he/she is unable to work at the day or time specified by the employer.
8. The Job Bank member should understand and follow the **EXACT** instructions issued for the job by the employer.
9. Job Bank members may ask and/or negotiate (not demand) pay rates for any particular job or part of a job.
10. Job Bank members must call Woodbridge Youth Services at 203-389-3429 to update their personal information (especially phone#), parent information, and availability to work.
11. Job Bank members should call Youth Services at least twice a year to check in with the Director regarding continuing interest and recent work experience.

**Remember...YOU are the face of the Job Bank to your employers. Violations of these rules can result in a suspension from the Job Bank!**