



# Summer Youth Employment Program Employer Application

The Summer Youth Employment Program (SYEP) connects local industries with the youth of the City of Tomball, fostering career awareness, readiness, and a future workforce pipeline. This program offers businesses access to motivated young talent through a low-risk, short-term recruitment opportunity. The Tomball Economic Development Corporation (TEDC) will fund up to \$4,200 to cover wages for up to two interns during the 7-week program (June–August 2025). Interns will earn \$15/hour, working approximately 20 hours per week (140 hours total). Additional hours must be pre-approved in writing by a TEDC representative.

\*Name of Business: \_\_\_\_\_

\*Business address (where your intern(s) will report to): \_\_\_\_\_

\*City, State & Zip: \_\_\_\_\_

\*Business Owner Name: \_\_\_\_\_

\*Applicant's Name (name of person completing this form): \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

\*Please indicate the category that best describes this Business:

- Automotive
- Construction and Trades
- Distribution
- E-Commerce
- Financial Services
- Healthcare
- Law and Legal
- Media and Entertainment
- Manufacturing
- Wholesale
- Business/Marketing
- Computer Programming/Web Development
- Culinary
- Other: \_\_\_\_\_

\*How many interns is your Business able to host this summer? (max 2)

\*What shift hours can intern(s) expect to work during their summer internship at your workplace?

8:00 AM - 12:00 PM

1:00 PM - 5:00 PM

9:00 AM - 1:00 PM

Other: \_\_\_\_\_

\*Please provide a brief description of what your Business does and products that the intern will learn about if applicable.

\*Please provide a brief description of the internship opportunity. Please include potential tasks and projects for intern(s).

\*Would you like assistance in planning and structuring the task and activities for the interns during their internship?

Yes

No

\*Are there specific skills or qualifications you're seeking in potential interns that would align with the task and responsibilities of this internship?

\*Anything that you would like to share with our team?

**Application Deadlines and Process:**

- Interested businesses must apply for the grant program by **February 28, 2025**.
- All intern applications are due to the TEDC by **March 31, 2025**.

After the submission deadlines, the TEDC will review and organize all eligible intern applications. By **April 21, 2025**, these applications will be placed in each participating business's designated Dropbox folder for review.

Participating businesses are responsible for scheduling interviews with their top candidates between **April 28 and May 23, 2025**. Once a business selects its preferred intern(s), they must contact the TEDC to obtain a **pre-drafted job offer letter**. **Completed offer letters are due to the TEDC by May 30, 2025**.

The 7-week internship session will take place between **June and August 2025**.

For more information, feel free to email me at [twooten@tomballtxedc.org](mailto:twooten@tomballtxedc.org) or call us at 281-401-4086

**\*Please send a copy of the Business logo via email.**

# Certification

[I/We], the undersigned APPLICANT, certifies that all the information furnished to the Tomball Economic Development Corporation (the “TEDC”) associated with this application has been furnished freely by the APPLICANT, and the APPLICANT further acknowledges that the APPLICANT has no rights or privileges to be relied on as part of any application submitted to the TEDC. In addition, the APPLICANT acknowledges that the TEDC, in its sole discretion, may or may not grant the Summer Youth Employment Grant (the “Grant”) contemplated in this application, and that the APPLICANT has no legal right to rely on any previous action taken by the TEDC in this or any similar application. The APPLICANT additionally acknowledges that if a Grant is issued to the APPLICANT, then the TEDC, in its sole discretion, may take appropriate actions to recapture the Grant amount if the APPLICANT does not satisfy all applicable terms of the Grant program.

Signed and submitted to the Tomball Economic Development Corporation on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone No.:

