



Hello!

Thank you for your interest in Tree Trust's Young Adult Conservation Corps (YACC) Program! Our mission is to transform the lives of the youth and young adults within our program, as well as, the environment in which we live. What makes this mission possible is the recognition of the need for such a program by the Federal Government, State of Minnesota and City of Minneapolis, as well as numerous private donors. In an effort to uphold the policies and procedures of these organizations/institutions, Tree Trust's YACC program has adopted the following hiring procedure. Please ensure your future employment eligibility with Tree Trust, by cooperating with and following through on the hiring process listed below.

#### Tree Trust's YACC Hiring Procedure

1) *Application - Submission and Review* – A Tree Trust application must be accurately completed, submitted to and reviewed by the YACC Case Manager. Based on its concordance with various hiring standards, the applicant may then be offered a formal interview.

2) *Formal Interview* – At the formal interview the applicant will be asked a number of questions relating to their employment eligibility and job qualifications. Also, at this time, a broad overview of the YACC program will be given and any specific questions/concerns an applicant may have, will be answered in full.

3) *Identification Verification* – During the formal interview, verification of accurate and up-to-date identification will be copied and attached to the individual's application. This includes, but is not limited to a photo ID, a social security card and/or a birth certificate or equivalent thereof. Once proper identification has been verified, a follow-up/standard drug test appointment may be offered (this potential offer will be based on the applicant's personal eligibility and qualifications).

4) *Standard Drug Test – Submission and Review* – The next step in the hiring process is obtaining a negative result on a standard drug test. This test is taken through Tree Trust with a local drug testing agency. In the event an individual does not initially pass, Tree Trust will accommodate up to 2 more subsequent drug tests, in an attempt to obtain the necessary negative test result (any tests thereafter will be billed directly to the individual).

5) *Enrollment Paperwork* – The final step required in the YACC hiring process is a scheduled appointment with the YACC Case Manager, wherein the applicant will accurately and completely fill out their enrollment paperwork.

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Once the above five steps have successfully been completed, the overall hiring process and applicant will be taken into consideration. Based upon that consideration and any available openings, the applicant will formally be offered (or not offered) a position with Tree Trust in the YACC program. If no positions are available at the time of successfully completing the hiring process, the applicant will be put on a waiting list and notified when a position within the YACC program does become available.

**Any questions or concerns may be directed to the YACC Case Manager.**

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