HIRE LA’s YOUTH

Applying as a Worksite
Worksite applications can be entered and sent to a Provider for participation in the HIRE LA’s Youth Program.

To enter an application, follow the steps below.

1. Go to www.worksiterequests.hirelayouth.com
2. Select “Begin New Worksite Request”
3. Fill out the information on the screen. Be sure to keep this information in a safe place so you can log back into the site at a later time.
4. Select “Create Login”
5. Enter the information into the screen
6. Select “Next” button
7. Complete the information on the screen
8. Add the number of staff who will be supervising youth. *This number must equal the number placed in the “How many staff will be responsible for supervising youth?” question
9. Select “Next”
10. Fill out the required information
11. Select “Add Job” to enter the jobs for the youth. *The total number of jobs should equal the number entered for the question “What is the total number of participants requested?”
12. Select “Next”
13. Complete the information on the screen
14. Select “Next”
15. Select “Submit Request.” If you don’t see this button, go back and complete any missing information.

16. Select a Provider to send your application to

17. Select “Accept”

18. You’re done!

For a further description, please see the images provided below.
Worksite Requests

Create Login

Your new password should be 8 to 15 characters long and contain only numbers and/or letters and 1 special character: !(#/апр). Passwords must contain one character that is numeric and 1 character that is a letter and 1 special character.

- **Login Name:** The login name field is required.
- **Password:** The password field is required.
- **Repeat Password:**
- **Worries Name:**
- **Email:**

**Step 3:**
Fill out the information on the screen. Be sure to keep this information in a safe place so you can log back into the site at a later time.

**Step 4:**
Select "Create Login"

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**Step 5:**
Enter the information into the screen.

**Step 6:**
Select "Next" button
Step 7:
Complete the information on the screen.

Step 8:
Add the number of staff who will be supervising youth.
*This number must equal the number placed in the "How many staff will be responsible for supervising youth?" question

Step 9:
Select "Next"

Step 10:
Fill out the required information

Step 11:
Select "Add Job" to enter the jobs for the youth.
The total number of jobs should equal the number entered for the question "What is the total number of participants requested?"

Step 12:
Select "Next"
Worksite Requests

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Worksite Plan

Worksite Planning Practices — COVID-19 for Infants
Please fill out the information below and click continue.

- Please indicate the name and contact information of your Safety Plan Site Monitor.
- Last Name
- First Name
- Primary Phone
- Email
- Please confirm youth and all staff will remain 6 ft apart to adhere to all social distancing requirements.
- Please confirm all staff and LA participants in your establishment will be required to wear PPE, including but not limited to masks.
- Does your organization have a COVID vaccine mandate?
- Does your organization require participants to have a booster shot?
- Comments: Please include any additional details to be considered in your application.

Step 13:
Complete the information.

Step 14:
Select "Next"

Worksite Requests

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Verification

Verify that all data entered is correct and complete

Submit Request

- All required fields have been completed. Click Submit Request to continue the process to submit the request.

Step 15:
Select "Submit Request"

If you don't see this button, go back and complete any missing information.
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Step 16:
Select a Provider to send your application to.

Step 17:
Select "Accept"
You have successfully applied when you see this message.

Select "Home" to see these options.