**Poverty Reduction Programme IV**

**Guidelines to Complete Application**

 **Vocational Employment Internship Programme**

The Poverty Reduction Programme (PRP) IV is grant assistance funded jointly by the European Union and the Government of Jamaica which is aligned to the Government’s Community Renewal Programme (CRP).

The PRP views as paramount, the development of the human capital in the targeted communities and as such seeks to empower residents of those areas to achieve their fullest potential and contribute to the attainment of a secure, cohesive and just Jamaican society as outlined in Goals 1 and 2 of Vision 2030*.* One of the main result areas for the PRP is to increase income generation and employment opportunities through the award of employment internships.

Interested persons between the ages of 17 and 25[[1]](#footnote-1) are invited to apply for employment internship assignment through the PRP.

To apply you must:

* Be a resident of one of the listed communities (see over)
* Be in financial need
* Be actively involved in community work through community-based organization/s and or other voluntary programmes
* Not be presently working or full time in school- Awardees will be assigned full time to the host organization and therefore cannot be enrolled in school or work elsewhere in such a manner as to require time-off from the host organization
* Hold certification in a vocational skill

The following notes provide guidance to applicants:

1. The application must be fully completed (use N/A for areas that do not apply)
2. The completed application must be submitted before the deadline (time and date). Only applications received before the deadline ***and*** that have ***all*** supporting documents will be evaluated.
3. The completed application form must be accompanied by the following:
	* Your resume
	* A character recommendation from any of the following: Pastor, Gazetted Police Officer, Justice of the Peace, School Principal, Attorney or Medical Doctor
		+ Character recommendation to include statement confirming that applicant resides in an eligible PRP community.
	* Proof of family income- this can take the form of a job letter, letter from the a Justice of the Peace, or copies of pay slips
		+ If employee is related to applicant, job letter must be accompanied by letter of confirmation from a Justice of the Peace.
		+ Pay Slips must be accompanied by job letter stating name of employee, basic pay per annum/monthly. Pay cycle must also be stated in job letter.
	* Proof of community involvement – this can take the form of a letter from the leader of the community group confirming membership or participation in the group and any office/position held and activities in which you are engaged
	* Copy of vocational certification
	* 1 passport-sized photograph (please print your name on the back)
	* Copy of Birth Certificate certified by a Justice of the Peace

**Deadline for Application**

**November 16, 2018 at 4:00 pm**

**Jamaica Social Investment Fund**

**Ground Floor, The Dorchester**

**11 Oxford Road (entrance on Norwood Avenue)**

**Kingston 5**

1. * Please note that the applicant must be 17 at the time of submitting the application form and the same applies to applicants who are 25 years of age. Applicants may turn 26 during the course of the project. [↑](#footnote-ref-1)