



## English

### Reykjavik Municipal Work School Vinnuskóli Reykjavíkur

The Reykjavik Municipal Work School is offering summer jobs for adolescents living in Reykjavik who have attended the 8<sup>th</sup>, 9<sup>th</sup>, and the 10<sup>th</sup> class in an elementary school in Reykjavik, and who will be 14, 15 and 16 years old respectively this year. The adolescents will be part of groups consisting of 12 – 14 persons each.

The groups will perform various out-door assignments under the guidance of instructors. These assignments vary according to age.

The 14 year olds, from the 8<sup>th</sup> class in elementary school: Tidying up and light maintenance on elementary school lots and in sports areas.

The 15 year olds, from the 9<sup>th</sup> class in elementary school: Planting and building paths in open areas, and assisting in tending vegetation in the private gardens of senior citizens and disabled persons.

The 16 year olds, from the 10<sup>th</sup> class in elementary school: Light maintenance and tending the premises and grounds of the institutions of the city of Reykjavik and the open areas in the city.

The working hours depend on the age of the youngsters. The 14 year olds work 3 and ½ hours a day and may hold the job for a total of 5 weeks. The 15 year olds work 7 hours a day for 5 weeks. The 16 year olds work 7 hours a day and may have the job for a total of 6 weeks.

The adolescents are taught to use common tools and instruments and they acquire practical experience on the job useful for them later in life. They are trained to work together in a group and receive instruction in numerous areas affecting their daily environment and their future.

Following the completion of their summer job, each youngster will receive a written reference regarding his/her performance of the job. The following factors will be evaluated: Punctuality, conduct, meticulousness, cooperation, method of working, treatment of tools, and his/her reaction to orders given. It will be to your benefit to pay attention to these factors from the outset and consequently to keep the reference certificate in a safe place. The reference may come to good use later when applying for work.

All information regarding the summer jobs at The Reykjavik Municipal Work School can be found on the School Internet home page: [www.vinnuskoli.is](http://www.vinnuskoli.is) There you will also find a *registration form*, which should be completed and electronically transmitted. Registration starts by the end of March and will finish before the end of April. This arrangement will be presented to pupils in all the elementary schools in Reykjavik. It is very important to register before the deadline.

When registering the applicant must have an Icelandic ID number issued by the *National Registry of Statistics Iceland*, Borgartun 24, telephone no: 569 2900, and the applicant must keep a bank account for wages received. All wages are deposited into a bank account, which must be registered in the name and with the ID number of the adolescent in question.

Those who will be 16 years old during the year will receive a tax card issued by the *Director of Internal Revenue*. In the event that you have not received your tax card by mail you may obtain the tax card at the office of the *Director of Internal Revenue*, Laugavegur 166, Reykjavik,

telephone no: 800 6311. The tax card should be returned to the Industrial School office when starting on the job.

In the event that the adolescent in question has allergy or any other disease that may affect his/her ability to work it must be mentioned when registering. The name of a physician acquainted with the case must also be mentioned.

When registering at The Reykjavik Municipal Work School, and after you have opened the *registration form* on your computer screen you then enter your ID number. The name and address as registered in the *National Registry of Statistics Iceland* will then appear on the screen. Next you continue to fill out the registration form. It is important to fill out all squares and to submit any information requested. When the registration form has been submitted you will receive a confirmation of reception of the registration form from the Reykjavik Municipal Work School.

Further information and details regarding the activities of the Reykjavik Municipal Work School as well as help to fill out the registration form can be obtained from:

- Office of Reykjavik Municipal Work School, Skulagata 19, 3<sup>rd</sup> fl.; telephone no: 563 2750.
- Internet home page of the Reykjavik Municipal Work School: [www.vinnuskoli.is](http://www.vinnuskoli.is)
- Student advisors in each elementary school in Reykjavik.
- Service centers in the districts of Reykjavik.
- Intercultural Center, Hverfisgata 18. Telephone 530 9300.

[www.vinnuskoli.is](http://www.vinnuskoli.is) => “Skráning unglunga í sumarstörf ...” => “[Skráning unglunga í Vinnuskóla Reykjavíkur.](#)”

### **(Upplýsingar um umsækjanda) Information regarding the applicant**

(Reiti merktá \* verður að fylla út áður en umsókn er send) Squares marked \* must be filled out before the application is forwarded.

(Íslensk kennitala) An Icelandic ID number.

(Nafn) Name

(Netfang) E-mail address

(Lögheimili) Legal residence

(Póstnúmer) Postal code

(Dvalarstaður ef annar en lögheimili) Place of residence if other than legal residence

(Sími 1,2,3) Telephone number (1,2,3)

(Veldu skóla) Select school

### **(Bankareikningur) Bank account**

(Nafn á banka og staðsetning) Name of bank and location

(Bankanúmer) Bank number

(Hbnr) Ledger number [Hbnr]

(Reikningsnúmer) Account number

### **(Ofnæmi) Allergy**

(Tilgreinið ofnæmi eða sjúkdóma ef einhverjir eru) Specify allergy or diseases if any

(Nafn og sími læknis) Name and telephone of physician

### **(Staðfesting foreldris eða forráðamanns) Information regarding parents or custodian**

(Nafn) Name

(Kennitala) ID number

(Vinnustaður) Place of work  
(Vinnusími) Cell phone work

**(Athugasemdir)** Comments

**(Senda)** Send application