

# **Basic Steps For Minors Obtaining Employment**

- ✓ You and your parents must decide if it is the right time for you to start working. Remember, after you graduate from school, you will have the rest of your life to work!
- ✓ Figure out how you are going to get to work. This is a major factor in looking for work. You need to determine if you are going to walk, ride a bike, use public transportation, use a parent for transportation, or drive yourself using your parent's vehicle or your vehicle.
- ✓ With the above two items answered it is time to look for work.
- ✓ Pick a physical area that fits your travel needs. Location is important.
- ✓ Determine what you want to do. It takes many years of education and experience to become the boss; therefore, you must start at the bottom or entry level. Do you want to work in retail, food service, office or another environment? This job will probably be the first of many.
- ✓ Get dressed up when you go job hunting! Remember, you only get a split second to make a first impression. Most employers that hire youth make a determination on what they see when you walk into their establishment, not by what they read on your application.
- ✓ Be prepared to fill out an application. Know your social security number, address, phone number, emergency phone numbers, school address, school phone, any past experience, volunteer work included, and the names, addresses, and phone numbers of at least three references. Know your skills, awards, and honors. Know what position you are applying for. Don't write "anything" or "open" in the blank for position desired.
- ✓ Once you are offered work, you must obtain a work permit. The application for a work permit can be picked up at your school. Fill out your section. Have your new employer fill out their section and have your parent sign the form.
- ✓ Bring the work permit application to the person that issues work permits at your school. They will review the application and ask questions, if there are problems with the application. Most permits can be issued the same or next day.
- ✓ Return to the person that issues work permits. You need to sign the work permit.
- ✓ Usually, the work permit issuer will give you the work permit in an envelope to give to your employer. You do not need a copy of your work permit. It is kept on file at your school for five (5) years and at your place of work for three years.
- ✓ Work permits expire five (5) working days after school starts or when you turn 18 years old.
- ✓ You must get a work permit for every job you work. If you quit one job and get another, you must get a work permit for the new job. If you work multiple jobs, you must get a work permit for each job.
- ✓ If you have any questions about this process, ask your counselor, work permit issuer, or work experience education teacher.