

GETTING YOUR FIRST JOB

IT'S THE LAW

If you are 14 or 15:

- You cannot work later than 7pm during the school year
- You can only work 3 hours a day, 6 days a week during the school year
- In the summer you can work until 9pm and work 40 hours a week
- There are many jobs that 14 and 15 year olds can't do. These include jobs cooking/baking, working in a garage, a pool hall, a laundry, a factory, construction, or any other job deemed "dangerous" by the law

If you are 16 or 17:

- You can work until 10pm on school nights and 11:30pm on week-ends.
- You can work up to 48 hours a week, 6 days a week
- There are still certain jobs you can't perform. These include jobs where you use heavy machinery, are required to carry a fire-arm or handle, sell or serve alcohol

What if I'm not 14?

If you are under the age of 14, you cannot legally work at most jobs. Here are a few things you may consider instead:

- Babysitting
- Delivering newspapers
- Shoveling snow/raking leaves for your neighbors
- Pet sitting or walking
- Volunteering (this will help you get your first paying job)
- Making your own crafts to sell at craft fairs.
- Starting another business that uses your special talents.



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GETTING A WORKING PERMIT

If you are under 18, you will need a Worker's Permit. Here's how to get one:

1. First, you must have a job offer from an employer.
2. Next, get an application from the Peabody School Department, 21 Johnson St.
3. Bring the application to your employer and have him or her complete it.
4. 14- and 15-year-olds: have your doctor complete the Physician's Certificate of Health section.
5. You and your parent, guardian or custodian must sign the completed application.
6. Take the completed application and proof of your age (birth certificate, passport, or immigration record) back to the School Department.
7. Bring the signed work permit back to your employer.



THE NORTH SHORE YOUTH CAREER CENTER



The Youth Career Center at the North Shore Career Center helps youth find jobs. The Youth Career Center provides:

- Youth friendly environment
- Job Corp
- Fax, copier, internet, assessment services
- Personalized career planning with youth center staff
- GED or high school diploma programs
- Interviewing skills, resume writing, job readiness
- Internships, job shadowing, job referrals, apprenticeships
- Training opportunities

To contact the Youth Career Center:

Phone: (781) 593-0585

Address:

North Shore Career Center
Youth Career Center
181 Union Street
Lynn, MA

E-mail: dcondon@detma.org

http://nscareers.org/youth_career_center.html

Minimum wage in Massachusetts is \$8 an hour. If you are a “tipped employee” (like a waiter or waitress) it’s \$2.63 an hour.

JOBS CORPS

Job Corps is an education and vocational training program run by the U.S. Department of Labor that helps youth ages 16 through 24 get a better job, make more money, and take control of their lives.

At Job Corps, you enroll to learn a trade, earn a high school diploma or GED and get help finding a good job. When you join the program,

you will be paid a monthly allowance; the longer you stay with the program, the more your allowance will be.

To enroll in Job Corps, you must:

- Be 16 through 24;
- Be a U.S. citizen or legal resident;
- Meet income requirements
- Be ready, willing, and able to participate fully in an educational environment.

For more info check out:

<http://jobcorps.dol.gov>

Or call 1-800-733-JOBS

LOCAL PLACES THAT HIRE TEENS

- Retail stores at the malls
- Christian Book Distributors
- Brooksby Village
- CVS/ Walgreens
- Dunkin’ Donuts
- Day care centers
- Grocery Stores
- The Peabody YMCA
- The Peabody Library
- Summer camps
- Brooksby Farm
- Fast food places

To browse a list of local businesses that are looking for help, check out www.snagajob.com

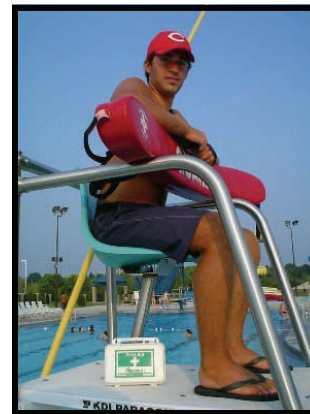
Consider working for the **Food Project**, which hires teens (age 14-18) to farm and sell produce at farmers markets. Check out thefoodproject.org/syp



Your Resume

TIPS

- Don't make stuff up. You'll get caught and you won't get hired.
 - Don't worry if it's short. Your resume should only be 1 page long
 - Proofread it. Have someone else proofread it.
 - Type it
 - Save a paper copy and save it to your computer. It'll be easier to e-mail that way.
 - Update it frequently with new jobs, classes, activities.
 - Use an easy to read font
 - Make sure it's easy to read.
- For a more complete guide to resumes, check out:
- http://www.bostonyouthzone.com/myc/pdfs/teen_resume_guide.pdf



Sample Resume

THINGS TO PUT ON YOUR RESUME

- Your name
- Your address
- Your telephone number
- Your e-mail (make sure it's professional!)
- School & graduation year
- Special classes you've taken (like CPR certification)
- Languages
- Skills (especially computer skills)
- Honors or awards
- Experience (paid jobs or volunteer positions). Include the organization name & location, your job title, the dates you were there and your responsibilities
- Activities (clubs, sports, etc)
- "References available upon request." Have the names of teachers or bosses who will give you a good reference. Let them know in advance that you've put them down

<p>Justin Wrightman</p> <p>4 Littles Lane, Peabody, MA 01960 • 978-531-0000</p> <p>E-mail: jwrightman@gmail.com</p>		
<u>Education</u>	Peabody Veterans Memorial High School	Class of 2010
	American Red Cross, CPR Certified	September 2008
<u>Skills</u>	Computers: Microsoft Word, Excel, Power Point	
<u>Languages</u>	Fluent in Portuguese	
	Basic Spanish	
<u>Experience</u>		
2008– Present	Bagger, Stop N' Shop	Peabody, MA
	<ul style="list-style-type: none"> • Prepared bagged groceries for costumers • Assisted with loading groceries into costumers' vehicles • Secured shopping carts 	
2006-Present	Dog Walker, Justin's Dog Care Services	Peabody, MA
	<ul style="list-style-type: none"> • Provided quality dog care and exercise for pets • Maintained a satisfied clientele of 7 customers 	
<u>Activities</u>	Swim Team, Art Club, Automotive Repair Club	
	<i>References Available Upon Request</i>	

The Interview

What to Wear...



- Dress slacks or khakis
- Nice shoes
- Polo or button-down shirt
- Modest length skirt or dress (no more than four inches above your knee)
- Nice sweater
- Minimal makeup and small jewelry
- Simple, neat hairstyle

What NOT to Wear...



- Jeans
- Shorts
- Tank tops
- Sneakers
- Flip-flops
- Sweatshirts
- Ripped or stained clothes
- Short skirts or dresses
- T-shirts
- Big, bright jewelry
- Lots of make-up
- Messy or wild hairstyles
- Sweat/yoga pants

QUESTIONS YOU MAY BE ASKED IN AN INTERVIEW

- Tell me about yourself.
 - Why do you want this job?
 - What are your greatest strengths & weaknesses?
 - How do you handle stress?
 - Do you prefer working alone or as part of a team?
 - Do you have any work experience?
 - What was it like working for your last boss?
 - Why did you leave your last job?
 - What other commitments do you have besides outside of your job?
 - Describe a difficult situation you've been in and how you've handled it.
 - Why should we hire you?
 - What would your co-workers, classmates or teachers say about you?
- Remember: YOU are the one trying to get the job, not your parents or friends. Make and return phone calls to employers yourself and make sure you go alone to the interview.**



Interview Advice from an Employer:

“Most importantly - be yourself! Be sure that you understand the job and the expectations of the employer; if you aren't sure, it's important to ask during the interview! Interviewers would rather have you ask questions and engage in a conversation than sit silently with no real sense of who you are.”

“The candidates who impress me the most are relaxed and prepared with questions and answers - I can always tell when the applicant has thought about what they want to say. I am impressed with teens who are comfortable talking with adults and are not reluctant to talk about their strengths, their weaknesses, their future plans or their concerns -whatever is important to them. I can always identify a poor match: when I sense that he/she is not really excited about the job, or maybe he/she is trying to present themselves as something that they are not.”

-Gerri Guyote, Peabody Library, Assistant Director