

Getting Your

First Job:

A Guide to Youth Employment for
Saratoga County Youth (14+)



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What to Think About Before Looking for a Job

When can I work? The times that you can work will affect what jobs you apply to. Think about the time commitments you already have. Do you play sports or join in any after school activities that may limit your time? Think about the employer's business hours. How many hours can you legally work on a school day or weekend? See the charts below.

Work Hours: 14-15 Year Olds

School	Max Daily Hours	Max Weekly Hours	Max Weekly Days	Work Schedule
IN Session	3-school days (M-TH) 8-holidays and weekends	18	6	7 am – 7 pm
OUT Session	8 – any day	40	6	7 am – 9 pm

Work Hours: 16-17 Year Olds

School	Max Daily Hours	Max Weekly Hours	Max Weekly Days	Work Schedule
IN Session	4-school days (M-TH) 8-holidays and weekends	28	6	6 am – 10 pm
OUT Session	8 – any day	48	6	6 am – Midnight

What do I know how to do? You already have skills that employers are looking for, so think about what you know how to do. What do you practice every day at school? It is okay if you do not have technical skills because the employer will train you on the job. On the following page is a short checklist to help you narrow down your skills.

Quick Assessment of My Skills

Step 1: Put a check mark next to each skill you have.

Step 2: Circle your top 10.

Step 3: Number your top 3.

- | | | |
|---|--|---|
| <input type="checkbox"/> Able to coordinate | <input type="checkbox"/> Firm | <input type="checkbox"/> Polite |
| <input type="checkbox"/> Able to lead | <input type="checkbox"/> Flexible | <input type="checkbox"/> Precise |
| <input type="checkbox"/> Accept Direction | <input type="checkbox"/> Friendly | <input type="checkbox"/> Problem solver |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Good Listener | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Good-natured | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Businesslike | <input type="checkbox"/> Hard worker | <input type="checkbox"/> Realistic |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Helpful | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Honest | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Humble | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Good Talker | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Independent | <input type="checkbox"/> Sense of Humor |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Logical | <input type="checkbox"/> Teachable |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Mature | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Direct | <input type="checkbox"/> Motivated | <input type="checkbox"/> Timely |
| <input type="checkbox"/> Discreet | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Efficient | <input type="checkbox"/> Organized | <input type="checkbox"/> Verbal |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Patient | |

How will I get to work?

Ask and find out your answer: Can someone drive you? Do you have access to a car? Can you walk or bike there? Do you have a friend working at the same place who can give you a ride?



What can I do at my age?

New York State has minimum age requirements for certain activities. On the following pages is a list of approved work activities and the minimum age you must be to do them.

Age Requirements

12 Years Old

- Hand harvest fruits and vegetables

14 & 15 Years Old – The previous task and...

Animal Care

- Capture and tag wildlife
- Clean fish tanks and feed fish
- Clean animal kennels
- Clean horse barns
- Feed animals
- Handle, feed and assist in care of laboratory animals
- Walk animals

Building Maintenance

- Change light bulbs from ground or floor level only
- Clean walls, windows, screens inside, from floor level
- Clean freezers and refrigerators (from outside)
- Clean vacant apartments
- Clean lavatories
- Clean garages, attics and basements
- Clean kitchen areas but not kitchen machines
- Clean locker rooms
- Dust furniture and fixtures
- Load garbage
- Move furniture (but not as a helper on a motor vehicle)
- Operate dry or wet vacuum cleaner
- Operate floor waxer
- Polish ornamental brasses and architectural hardware inside, from floor level

- Remove fire hazards from houses and vacant lots
- Remove carpet from buildings
- Replenish supplies in lavatories
- Work on a stepstool

Childcare

- Assist children in swimming pool
- Babysit children in connection with a trade, business or service
- Change diapers
- Counselor in a day camp for children
- Feed children
- Groom other persons
- Help counselor supervise children at pool or playground
- Read books to children
- Sort soiled clothing and linens
- Supervise children
- Supervise children using bathrooms
- Supervise children's sports activity
- Teach crafts to children
- Tutor youth or adults

Food Service

- Clean kitchen areas but not kitchen machines
- Pack meals to be distributed
- Prepare food without cooking
- Wash dishes by hand
- Cook on electric or gas grill with no open flame
- Cook with deep fryer equipped with and using a device for automatically raising and lowering basket

Gardening & Landscaping

- Apply herbicides or fertilizer to plants, lawns, shrubs, or other area
- Clear brush with hand tools
- Clear brush along streams
- General gardening without power machines
- Haul seaweed out of lake with rakes
- Lawn edging with hand tools
- Mow lawns with a non-power push mower
- Plant and maintain vegetable gardens
- Plant seedlings and other plants
- Roll lawns with hand roller
- Trim shrubs with hand clippers
- Water lawns or garden

Medical

- Assemble patient meals on a belt line
- Assist physical therapist with patient ambulation
- Assist in a medical laboratory
- Deliver materials to labs
- Feed handicapped persons
- Load film into an X-ray machine (developer)
- Sort and file medical records
- Transport person in a wheelchair
- Transport food carts in hospital

Nursing Homes

- Assist in the care of residents
- Assist patients in occupational therapy
- Deliver mail in nursing home
- Distribute clean laundry

- Feed handicapped persons
- Groom other persons
- Make beds in nursing home
- Sort soiled clothing and linens
- Straighten rooms and closets
- Supervise resident smokers
- Take residents for a walk
- Transport person in a wheelchair

Office Work

- Answer phones
- Be part of a guided tour in an industrial complex or educational facility
- Computer operation
- Data input to computer
- File or staple in an office
- General office work with/without office machines
- Open and sort mail
- Operate paper shredder
- Receive and count money
- Shelf books in library from floor level only
- Stuff envelopes
- Take motor vehicle license photographs
- Take membership photos
- Wash library books
- Wash desks
- Work in mail room

Recreation

- Check entrance and parking stickers at park
- Collect fees and issue stickers to park users

- Ride a roller coaster as a recreational aid
- Maintain golf course without power equipment
- Stamp park users' hands
- Assist children in swimming pool
- Check towels at swimming pools
- Clean and pick up around swimming pool
- Help counselor supervise children at pool or playground
- Inspect hands and feet of swimmers
- Log participants in at swimming pool
- Monitor swimming pool locker rooms
- Teach swimming

Vehicle Maintenance

- Wash fire trucks
- Wash school buses in bus garage or parking lot
- Wash motor vehicle indoors or outdoors
- Wash and clean garbage trucks

Other samples

- Be transported by vehicle to work locations
- Collect water and sewage samples
- Lift heavy objects
- Pick up debris from vacant lots or roadways
- Run errands
- Split firewood by hand
- Work in storeroom

15 Years Old – All of the previous tasks and...

- Lifeguard at a swimming pool

16 Years Old – All of the previous tasks and...

Building Maintenance

- Apply water stain to fences from ground level, but not in

connection with a construction site

- Change light bulbs from a ladder
- Clean walls, windows, screens, outside, from ground level
- Clean floors in bus garage
- Clean outside of a building from ground level
- Operate power floor buffer
- Paint bleachers from the ground
- Paint bleachers above ground from the bleacher itself
- Paint building interior or exterior from ground level, signs, garage doors, picnic tables, handrails, fences, parking lot lines, playground equipment, park benches
- Polish ornamental brasses and architectural hardware on the exterior of a building, from ground level
- Strip wax from floors
- Sweep up sawdust in a carpentry shop
- Sweep floors in motor vehicle garages
- Wash windows from ground level

Food Service

- Cook using rotisserie, broiler, pressurized equipment, devices that operate at extremely high temperatures, or deep fryer lacking a mechanism for automatically raising and lowering basket
- Operate food processor in a kitchen
- Wash dishes in dishwasher

Gardening & Landscaping

- Apply pesticides to plants, lawns, shrubs or buildings
- Clear brush with a string line or brush blade
- Lawn edging with a power edger
- Mow lawns with power-driven push or riding mower
- Operate power weed trimmer or weed whacker
- Trim shrubs with power trimmer, from ground level
- Roll lawns with power roller or with tractor-pulled roller
- Trim trees not near power lines, from ground level

Office Work

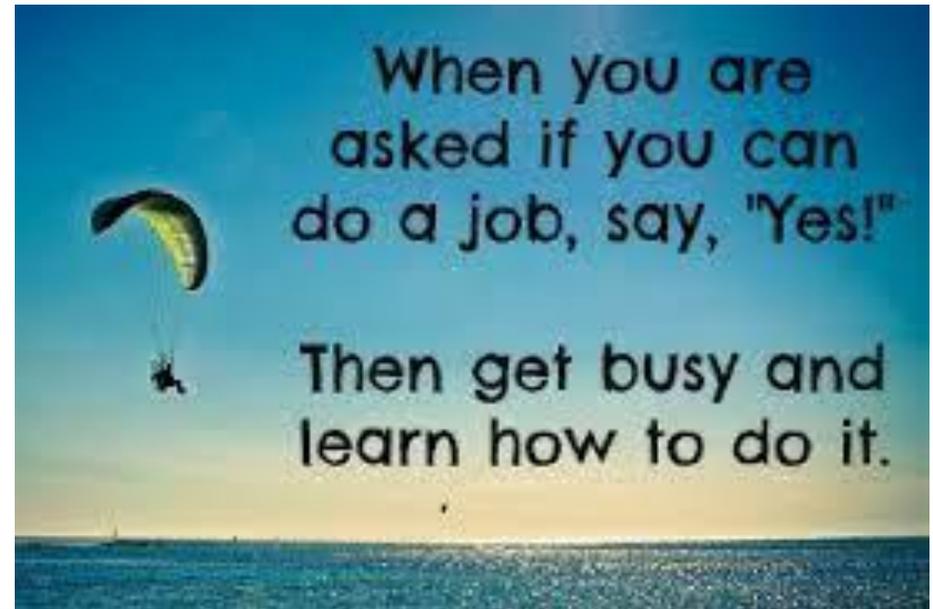
- Operate manual paper cutter
- Operate letter folder

Other

- Iron and press clothing and linens
- Launder clothing and linens
- Load or unload a conveyor belt
- Operate hot name stamping machine in laundry
- Paint objects not part of a building
- Sort glass, metal, paper & plastic refuse at a disposal site

17 Years Old – All of the previous tasks and...

- Operate auto or truck that does not exceed 6,000 lbs. loaded, during daylight hours, with valid license and no moving violations. Youth has successfully completed driver education course, within 30-mile radius of primary place of employment. Driving is only occasional and incidental to employment. Driving does not involve towing, route deliveries, or urgent, time sensitive deliveries or the transporting of more than 3 passengers.



What Papers Do I Need to Get a Job?

You will need documents that establish both **identity** and **employment authorization**. Most people will provide a **Birth Certificate or Social Security Card**: An original of one or the other. No copies. If you do not have an original, see Helpful Links section for instructions to get a replacement. That section also includes a link to see the full list of approved documents in order to establish **employment authorization**.

Work Permit/Paper:

If you are under 18, you need a work permit (also called working papers). Before you start applying for jobs ask your school for an application. In order to get a work permit you need to have had a **physical exam** in the last 12 months and **proof of your age** (birth certificate, driver license, state issued ID, school record or passport). You will also need your **parent or guardian's signature** on the application. Go to <http://www.p12.nysed.gov/ss/pps/workingpapers/> for more information.

Working Permit/Papers by Age:

14-15 FARM PERMIT

AT-24
C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Farmwork Permit
Valid for the employment of a minor 14 or 15 years of age in the occupation of farmwork.

Name _____ Date of Issuance _____
Name of Minor _____
Date of Birth _____ Social Security Number _____
Signature of Minor in Presence of Issuing Official _____
(City, Village, or School District)
Signature of Issuing Official _____

NOTE: This permit not valid until signed below by employer.

Date	Employer

Rev. 8/91 C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

14/15 BLUE

AC-18
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Nonfactory Employment Certificate
Valid for Lawful
Employment of a Minor 14 or 15 Years of Age
Enrolled in Day School When Attendance
Is Not Required

(This certificate expires on the preceding the minor's next birthday)

Name _____ Date of Issuance _____
Name of Minor _____
Date of Birth _____ Social Security Number _____
Signature of Minor in Presence of Issuing Official _____
(School Building and Public School District)
Signature of Issuing Official _____

Rev. 8/91 C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

16/17: GREEN

AT-16
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Student General Employment Certificate
Valid for Lawful
Employment of a Minor 16 or 17 Years of Age
Enrolled in Day School When Attendance
Is Not Required

Name _____ Date of Issuance _____
Name of Minor _____
Date of Birth _____ Social Security Number _____
Signature of Minor in Presence of Issuing Official _____
(School Building and Public School District)
Signature of Issuing Official _____

Rev. 8/91 C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

Full-Time SALMON

AT-22
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Full-time Employment Certificate
Valid for Full-time Employment of Minor
16 or 17 Years of Age

Name _____ Date of Issuance _____
Name of Minor _____
Date of Birth _____ Social Security Number _____
Signature of Minor in Presence of Issuing Official _____
(School Building and Public School District)
Signature of Issuing Official _____

Rev. 8/91 C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

Where to Find Job Openings

Online: Employers will post job openings online. Try searching snagajob.com, indeed.com, and gvpennysaver.com

Network: Talk to people you know. Your family or friends may know of opportunities that have not been posted anywhere and having someone to vouch for you may help persuade an employer to hire you.

Keep your eyes open: Keep an eye out as you are walking or driving around town for Help Wanted signs in local businesses. If you see any that you are interested in, go inside to introduce yourself, and ask about the opening. Go back later if it is busy or the manager is unavailable.



Worksite Script:

Phone Call or In-Person

Use these scripts as a guide when you call or visit a business to ask about job openings.

Phone Script

Hello, my name is _____.

I'm calling about the (job title) opening.

Can I talk to (contact person or the manager) please? Thank you.

Introduce yourself again if you are transferred to another person.

I'd like to learn more about the (job title) position you have posted.

If they say that the position is still open, ask a few questions

Is there an application that I can fill out?

Will you hire a high school student under 18?

Is there a time I can come in for an interview?

Thank you for your time.



In-Person Script

Hello, my name is _____.

I'm here to ask if you have any job openings.

Is there a manager that I can speak to?

Introduce yourself again if the manager is available.

I'm interested in the (job title) position.

If they say that the position is still open, ask a few questions

Is there an application that I can fill out?

Will you hire a high school student under 18?

Can I be scheduled for an interview?

Thank you for your time.



Filling Out an Application

Most employers will have an application for you to fill out (either online or on paper). Do not be surprised if a manager asks you to fill out an online application even if you meet with them in person. Here are some tips that will help you with your applications.

Have all your information in front of you before starting.

Prepare a generic application ahead of time to make it easier and quicker.

Be patient. Applications are long and may ask questions that you do not understand or have a quick answer to.

Ask someone to help you. Ask a parent, guidance counselor, or an adult for help.

Don't leave anything blank. Write N/A on sections that do not apply to you to show that you read the questions (plus most online applications will not let you leave sections blank).



The image shows a person's hands holding a tablet computer. The screen displays an online application form titled "APPLICATION FORM". Under the heading "PERSONAL INFORMATION", there are several input fields: "Last Name", "First Name", "Middle", "Address", "City", "State", "Phone", and "Email address".



Answer questions honestly. Later on, you may be fired if your employer finds you lied.

Double-check your answers before handing it in.

Print neatly if you are filling out a paper application.

Memorize your **social security number**.

References: Most jobs ask you to give them the contact information for 3 people who know you. You can use coaches, teachers, or people who you have done work for like lawn mowing or babysitting, or other adults who know you well. **Ask for permission to use them as a reference.** Do not use family members as references. You will need to provide their name, phone number, email, and your relationship to them.

Example of a Good Application

Master Application

Please Print All Information

PERSONAL INFO: Date: 3/17/2014 Social Security #: WILL PROVIDE AT HIRE

Name: RICHARDS ROBERT (BOB) M Phone #: 585-658-1411

E-Mail: BOBARICHARDS2012@GMAIL.COM Cell Phone #: N/A

Present Address: 114 MAIN STREET MT. MORRIS NY 14510

Permanent Address: SAME AS ABOVE

Are you under the age of 18? Yes No Do you have reliable transportation? Yes No

US Military Experience: NONE

Have you ever been convicted of a crime? Yes No (Note: a conviction record will not necessarily disqualify applicant)

If yes, explain in full: N/A

EMPLOYMENT DESIRED:

Position Applying For: CASHIER / COOK Date You Can Start: 3/20/14 Pay Desired: \$8.9 HR

Are You Employed Now? No If "Yes", May We Inquire of Your Present Employer? N/A

Ever Applied to this Company Before? No Where? N/A When? N/A

Do You Want to Work:

Days and Hours Available:

DAY	MON	TUES	WED	THU	FRI	SAT	SUN
FROM	6AM						
TO	11pm	11pm	11pm	11pm	11pm	11pm	SOMETIMES

PHYSICAL RECORD: Do you have any physical conditions, which may limit your ability to perform the job applied for? This question is voluntary, and any answers will be kept confidential.

No

Are you able to lift 50lbs? Yes No

Are you able to stand for 4 hours at a time? Yes No

EDUCATION:	City, State	Last Year Completed	Graduate?	Subjects and/or Degree(s)
Grammar School				
MT. MORRIS ELEMENTARY	MT. MORRIS, NY		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	GENERAL STUDIES
High School				
MT. MORRIS CENTRAL	MT. MORRIS, NY	1 2 3 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	REGENTS DIPLOMA
College				
<u>N/A</u>	<u>N/A</u>	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>N/A</u>
Graduate School				
<u>N/A</u>	<u>N/A</u>	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>N/A</u>
Trade, Business or Correspondence School				
<u>G.V. BOCES</u>	<u>MT. MORRIS, NY</u>	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>FOOD SERVICE CERT.</u>

Subjects of Special Study, Languages, Knowledge or Skills - COMPUTERS - TRAINING OTHERS
- OPERATE CASH REGISTER - CLEANING - - OPEN / CLOSES
- LARGE COOKING EQUIPMENT - COOKING - - WIKING TO LEARN
- CUSTOMER SERVICE - SOME SPANISH - - CAN WORK FLEX. SCHEDULE
- QUICK LEARNER - INVENTORY - - DEPENDABLE

FORMER EMPLOYERS: List below your last four jobs, starting with most recent first.

Dates (Month and Year)	Name and Full Address of Employer and Supervisor	Job Title and Duties	Earnings	Reason for Leaving
End Date: <u>2/2014</u> Start Date: <u>4/2013</u>	Name: <u>McDONALD'S</u> Address: <u>136 STATE STREET MT. MORRIS, NY 14510</u> Phone: <u>585-658-3040</u> Supervisor: <u>CINDY CLARK</u>	Job Title: <u>CASHIER / COOK</u> Duties: <u>TOOK ORDERS, CASHED OUT, CLEANED TABLES, DRIVE-THRU, TRAINED NEW EMPLOYEES MADE FOOD AS NEEDED</u>	Ending: <u>8.75</u> Starting: <u>7.75</u>	<u>SLOW DOWN IN SALES</u>
End Date: <u>1/2013</u> Start Date: <u>8/2011</u>	Name: <u>BURGER KING</u> Address: <u>75 E. SOUTH STREET GENESEO NY 14454</u> Phone: <u>243-4853</u> Supervisor: <u>BOB SMITH</u>	Job Title: <u>CASHIER / COOK</u> Duties: <u>COOKED FOOD, INVENTORY OPEN / CLOSES, CLEANED, CUSTOMER SERVICE, CASHIER TRAINED NEW EMPLOYEES</u>	Ending: <u>7.50</u> Starting: <u>7.25</u>	<u>SCHEDULING CONFLICT</u>
End Date: <u>8/2011</u> Start Date: <u>5/2008</u>	Name: <u>ARBY'S</u> Address: <u>5844 BIG TREE ROAD LAKEVILLE, NY 14480</u> Phone: <u>CLOSED</u> Supervisor: <u>SONNY</u>	Job Title: <u>COOK</u> Duties: <u>COOKING, ASSEMBLING ORDERS, INVENTORY, ORDERING TEMPING FOODS, CLEANING OPENING / CLOSING</u>	Ending: <u>7.00</u> Starting: <u>6.50</u>	<u>RECRUITED BY BURGER KING</u>
End Date: Start Date:	Name: Address: Phone: Supervisor:	Job Title: Duties:	Ending: Starting:	<u>N/A</u>

PROFESSIONAL REFERENCES: List below the names of 3 persons not related to you, with whom you have worked, who are in a position to evaluate your suitability for employment (i.e., former co-workers/supervisors, teachers, guidance counselor's, etc.)

Name	Full Address (Street, Town, State)	Telephone Number	Relationship	# Years
<u>MIKE JOHNSON</u>	<u>14 OAK STREET, GENESEO, NY</u>	<u>585-243-4079</u>	<u>FORMER CO-WORKER</u>	<u>1 YEAR</u>
<u>JILL SMITH</u>	<u>17 WADSWORTH, GENESEO, NY</u>	<u>585-919-0875</u>	<u>FORMER CO-WORKER</u>	<u>2 YEARS</u>
<u>KEITH LAWSON</u>	<u>14 HOPKINS ST. MT MORRIS, NY</u>	<u>585-658-0743</u>	<u>FORMER MANAGER</u>	<u>2 YEARS</u>

PERSONAL REFERENCES: List below the names of 3 persons not related to you, who you know on a personal basis.

Name	Full Address (Street, Town, State)	Telephone Number	Relationship	# Years
<u>SARA MILLER</u>	<u>1174 LOVE STREET, MT. MORRIS</u>	<u>585-658-5555</u>	<u>FRIEND</u>	<u>8 YEARS</u>
<u>JIMMY SAMMS</u>	<u>247 CASE STREET, MT MORRIS</u>	<u>585-658-4444</u>	<u>FRIEND</u>	<u>10 YEARS</u>
<u>JOHN DOE</u>	<u>13 BLUE STREET, MT MORRIS</u>	<u>585-919-1111</u>	<u>FRIEND</u>	<u>4 YEARS</u>

ACTIVITIES, VOLUNTEER WORK: COMPUTERS, MUSIC, READING, BOYSCOUTS
MS WALIC

In submitting this application for employment:

I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize anyone possessing this information to furnish it to the company or a 3rd party company upon request and I release anyone so authorized from all liabilities and damages whatsoever in furnishing, obtaining or using said information.

I certify that all information submitted by me on this application is true and complete and I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to the company's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at either my or the company's option. I also understand that I agree that the terms and conditions of my employment may be changed, with or without cause, with or without notice, at any time by the company. Equal Opportunity Employer.

Signature: Robert Richards Date: 3/17/2014

Example of a Bad Application

Master Application

Please Print All Information

PERSONAL INFO: Date: Now Social Security #: FOLLO
 Name: Paul Richards Phone #: 658-1141
 E-Mail: beerballgood@hotmail.com Cell Phone #: _____
 Present Address: SCHORE STREET MT MERRY
 Permanent Address: _____
 Are you under the age of 18? Yes No Do you have reliable transportation? Yes No
 US Military Experience: _____
 Have you ever been convicted of a crime? Yes No
 If yes, explain in full: _____

EMPLOYMENT DESIRED: Date You Can Start: Now Pay Desired: AS MUCH AS POSSIBLE
 Position Applying For: ANYTHING
 Are You Employed Now? NO If "Yes", May We Inquire of Your Present Employer? _____
 Ever Applied to this Company Before? NO Where? _____ When? _____

Do You Want to Work: Days and Hours Available:
 Full-time Part-time _____

DAY	MON	TUES	WED	THU	FRI	SAT	SUN
FROM	<u>AM DMS</u>						
TO							

PHYSICAL RECORD: Do you have any physical conditions, which may limit your ability to perform the job applied for?
This question is voluntary, and any answers will be kept confidential.
I CAN'T WASH DISHES.
 Are you able to lift 50lbs? Yes No Are you able to stand for 4 hours at a time? Yes No

EDUCATION:	City, State	Last Year Completed	Graduated?	Subject and/or Degree
Grammar School	<u>MT MERRY</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
High School	<u>MT MERRY</u>	1 2 3 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>DIPLOMA</u>
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School	<u>BALES</u>	1 2 3 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>COOKING</u>

Subjects of Special Study, Languages, Knowledge or Skills
NONE

FORMER EMPLOYERS: List below your last four jobs, starting with most recent first.

Dates (Month and Year)	Name and Full Address of Employer and Supervisor	Job Title and Duties	Earnings	Reason for Leaving
End Date: <u>2014</u> Start Date: <u>2013</u>	Name: <u>Mc Damos</u> Address: _____ Phone: _____ Supervisor: _____	Job Title: <u>CASHIER</u> Duties: _____	Ending: <u>8.75</u> Starting: _____	<u>FIRED!</u>
End Date: <u>2013</u> Start Date: <u>2011</u>	Name: <u>Bowen Kne</u> Address: _____ Phone: _____ Supervisor: _____	Job Title: <u>COOK</u> Duties: _____	Ending: <u>7.50</u> Starting: _____	<u>FIRED!</u>
End Date: <u>'11</u> Start Date: <u>'08</u>	Name: <u>ARBY'S</u> Address: _____ Phone: _____ Supervisor: <u>THEY SCK!</u>	Job Title: <u>COOK</u> Duties: _____	Ending: <u>7.00</u> Starting: _____	<u>MORE MONEY</u>
End Date: _____ Start Date: _____	Name: _____ Address: _____ Phone: _____ Supervisor: _____	Job Title: _____ Duties: _____	Ending: _____ Starting: _____	

PROFESSIONAL REFERENCES: List below the names of 3 persons not related to you, with whom you have worked, who are in a position to evaluate your suitability for employment (i.e., former co-workers/supervisors, teachers, guidance counselor's, etc.)

Name	Full Address (Street, Town, State)	Telephone Number	Relationship	# Years
<u>MIKE</u>	<u>CAIC ST.</u>	<u>243-4079</u>	<u>FRIEND</u>	<u>12</u>
<u>JILL</u>	<u>WADSWORTH ST</u>	<u>?</u>	<u>FRIEND</u>	<u>12</u>

PERSONAL REFERENCES: List below the names of 3 persons not related to you, who you know on a personal basis.

Name	Full Address (Street, Town, State)	Telephone Number	Relationship	# Years
<u>SARA</u>	<u>LONG STREET</u>	<u>658-5553</u>	<u>EX-GIRLFRIEND</u>	<u>8</u>
<u>JIMBO</u>	<u>CASE ST.</u>	<u>658-4444</u>	<u>FRIEND</u>	<u>10</u>

ACTIVITIES, VOLUNTEER WORK: NONE

In submitting this application for employment, I understand that an investigator may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize anyone possessing this information to forward it to the company or a 3rd party company upon request and I release anyone so authorized from all liabilities and damages whatsoever in forwarding, obtaining or using said information.
 I certify that all information submitted by me on this application is true and complete and I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.
 In consideration of my employment, I agree to the company's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at either my or the company's option. I also understand that I agree that the terms and conditions of my employment may be changed with or without cause, with or without notice, at any time by the company. * Equal Opportunity Employer.

Signature: [Signature] Date: _____

Interview Tips

- ✓ Wear clean clothes without any holes in them or sayings.
- ✓ Go alone. Do not bring your friends or parent in with you.
- ✓ Bring contact information for your references.
- ✓ Research the company beforehand.
- ✓ Turn off or mute your phone during interviews,
- ✓ Prepare questions to ask: What are typical job duties? What are the hours?

Practice these 3 tough questions ahead of time. In fact, write down your answers to help you memorize.

- **“Tell me about yourself.”** Talk about your work or school experience as it relates to the position you are applying. Look back at your top 10 skills and build your response around them.
- **“Why should I hire you?”** Talk about any of the 10 skills you did not mention already.
- **“What are your weaknesses?”** Talk about this as an area of improvement. Be sure to say what you are doing to get better at it.



Business Ideas for Youth

Start your own business or freelance instead. Below is a list of potential business ideas.

- Baby-sitting service
- Bicycle repair
- Birthday party coordinator
- Breakfast delivery to office workers
- Build and sell computers
- Bulk mailing service
- Calligraphy
- Car washing
- Catering
- Clean awnings
- Clean boats
- Clean vacant lots
- Cleaning services
- Coach/teach/ tutor
- Sell crafts or creative services
- Sell baked goods/candy
- Sell secondhand clothing
- Deliver papers
- Delivery service
- Distributing flyers
- DJ
- Dog walking
- Errand Services
- App instructor
- Graffiti removal
- House painting
- Ironing service
- Home organization
- Laundry service
- Lawn/garden care
- Meal delivery
- Office organizer
- Painting/refinishing furniture
- Music Performance
- Personal shopper
- Pet care
- Photography/ videotaping
- Plant care
- Selling novelties
- Shovel snow
- Small home repairs/ maintenance
- Software installation
- Songwriting
- Sweep sidewalks
- Translating
- Umpire or referee
- Web site design

Helpful Links

Birth Certificates: If you do not have your original birth certificate, you can get another one in the town or village in which you were born or through New York State Vital Records.

Born in New York State:

https://www.health.ny.gov/vital_records/birth.htm
(fee is \$30)

Full List of Acceptable Documents for Employment:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

Saratoga County Career Center: The creators of this guide!

We run the Summer Youth Employment Program and GED review classes through Employment Readiness

Program.

NYS Department of Labor Youth Page: This link provides up to date information about work restrictions as well as helpful information for finding employment.

<https://dol.ny.gov/youth>

Social Security Card: Apply to get a replacement card

<https://www.ssa.gov/forms/ss-5.pdf>

Work Permit Application: Go to your school counselor and ask for one.



Saratoga County
Career Center

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List of local Employment Opportunities for Young adult Workers 14+

Company	Address	Phone	Web Address	Age
The Ugly Rooster	312 N. 3rd Avenue Mechanicville, NY 12118	518-664-2769	theuglyrooster.com	14+
The Ugly Rooster	2476 U.S. Route 9 Malta, NY 12020	518-899-5099	theuglyrooster.com	14+
Saratoga Gluten Free Goods	176 Broad Street Schuylerville, NY 12871	518-695-6565	saratogaglutenfreegoods.com	14+
The Bread Basket	65 Spring Street Saratoga Springs, NY 12866	518-587-4233	saratogabreadbasket.com	14+
Moxxi Coffee Company	1105 Route 32 Stillwater, NY 12170	518-226-5982	moxxicoffeeco.com	14+
Sky Zone	22 Clifton Country Road Clifton Park, NY 12065	518-417-3838	skyzone.com	14+
Sky Zone	235 Corinth Road Queensbury, NY 12804	518-836-5867	skyzone.com	14+
Northway 8 Golf Center	1519 Crescent Road Clifton Park, NY 12065	518-371-3141	northway8golf.com	15+
Curtis Lumber	885 State Route 67 Ballston Spa, NY 12020	518-885-5311	curtislumber.com	15+
Benson's Pet Center	175 Ballston Avenue Saratoga Springs, NY 12866	518-682-3712	bensonspet.com	16+
Benson's Pet Center	12 Fire Road Clifton Park, NY 12065	518-373-1007	bensonspet.com	16+
Benson's Pet Center	3083 Route 50 Wilton, NY 12831	518-584-7777	bensonspet.com	16+
Carson's Woodside Tavern	57 Route 9P Malta, NY 12020	518-584-9791	carsonswoodside.com	14+
Ellm's Family Farm	448 Charlton Road Ballston Spa, NY 12020	518-884-8168	ellmsfarm.com	14+
Charlton Tavern	745 Charlton Road Ballston Lake, NY 12019	518-399-9951	charltontavern.com	14+
Lakeside Farms	336 Schauber Road Ballston Lake, NY 12019	518-399-8359	lakesidefarmscidermill.com	14+
Iron Roost	36 Front Street Ballston Spa, NY 12020	518-309-3535	ironroost.com	16+
Whitehouse Restaurant & Bar	93-95 Milton Avenue Ballston Spa, NY 12020	518-885-6797	N/A	14+
Venezia Pizza & Pasta	629 Plank Road Clifton Park, NY 12065	518-371-3943	veneziapizzaandpasta.com	14+
Price Chopper	Various Locations	Various	pricechopper.com	15+
McDonald's Restaurant	Various Locations	Various	mcdonalds.com	14+

You got the job now what?

Congratulations!

You might think the hard work is over now that you got the job but it has just begun. Now you need to focus on keeping the job.

Things to ask before you start the job.

- Where do I report to on my first day?
- Is there a different entrance for employees?
- Who do I ask for when I get there?
- What is the dress code?
- Will I get a meal break?

At a minimum, remember this advice:

Early is on time.

On time is late.

Late is unacceptable.

What do I do when things happen?

Expect the unexpected because anything can happen and it probably will.

Absences: Personal issues will come up which require you to miss work. You should plan to schedule appointments before and after your shift whenever possible. If you know that you will be absent, inform your supervisor in advance. If you do not have advanced notice that you will be out of work, you must call your supervisor as soon as you know. Missing work regardless of why can affect your employment.

Lateness: If you cannot report to work on time, call your supervisor immediately to apologize and let them know you will be late and tell them when they can expect you to be at work. Lateness regardless of why can affect your employment.

Accidents on the Job: If you have an accident on the job, follow the employers policy and tell your supervisor immediately so they can get you medical attention.

Quitting: If you are thinking about quitting your job because of a problem, contact your supervisor. Maybe things can be worked out. If you still feel you must quit, you need to give your supervisor at least two weeks' notice.

This is brought to you by:

Saratoga County Career Center

152 West High Street Ballston Spa, NY 12020

Telephone: (518) 884-4902

Program Question, call:

Youth Employment Counselor

(518) 884-4904

(518) 941-4614 (cell)