



# EMPLOYMENT INFO FOR SAN FRANCISCO TRANSITIONAL AGE YOUTH



## ASSESS YOURSELF:

Finding a job can be hard, especially if you have never worked before or don't have much work experience.

Begin your job search by thinking about the types of jobs that you would be interested in. Do you want to work in a retail store? A restaurant? With people? With animals? What hours are you available to work? Where do you want to work? How far are you willing to travel? What skills do you have?

Think about what you have to offer an employer. Are you a hard worker? What experience do you have that you can tell an employer about? Even if you have not had an official job, you may have had experiences that will impress an employer.

Do you have any volunteer experience? Are you active in any clubs or outside activities? If you find that you don't have many skills that you can offer an employer, consider Researching and Applying for a Job Training Program section (see second page).

### DOCUMENTS YOU NEED FOR EMPLOYMENT:

Before you are able to apply for a job or job training program, there are a number of documents or identifications that you will need in order to apply and be hired.

Below is information on how to obtain documents that are generally required in order to obtain employment, however, some programs may require additional information such as valid Permanent Resident/Alien Registration Card (if applicable), proof of family income, residence, grades, etc.

To get a job, or to participate in a job training program, all youth must have:

- Social Security Card (signed original, not a copy)
- Birth Certificate (proof of age is required if photo ID does not include date of birth)
- Picture ID (CA Driver's License or ID, Current School ID, Passport)
- Work Permit (if under 18 years old)(See second page for information in order to apply for work permit.)
- Selective Service Registration

## DO YOUR JOB OPENING RESEARCH:

Contact family or friends working in jobs that interest you. Most job seekers get their jobs through networking and people they know.

Apply for as many jobs as you can. The more jobs you apply to, the better chance you have of being accepted by at least one. Applying for jobs is good experience and may lead to something unexpected.

Contact employers directly that you are interested in working for. Introducing yourself in-person to a potential employer can be an effective way to find a job.

Be aware of when seasonal employers hire. For example, most retail employers recruit and hire in October for the December holiday season. For the summer, they begin hiring in April and May.

Attend a job fair hosted by your local community center or school to meet potential employers and to learn more about job opportunities for youth. Most job fairs take place in March or April.

You may want to check out some popular employment websites:

- Craigslist ([craigslist.com](http://craigslist.com))
- MatchBridge ([matchbridge.org](http://matchbridge.org))
- Monster ([monster.com](http://monster.com))
- SFYouthLine ([youthlinesf.org](http://youthlinesf.org))
- CoolWorks ([coolworks.com](http://coolworks.com))
- SnagAJob ([snagajob.com](http://snagajob.com))

## COMPLETING A JOB APPLICATION:

Many employers now require you to fill out an application online. However, for a paper application use complete sentences and print clearly and neatly in black ink. Type the application whenever possible.

Follow the directions on the application. Fill out the entire application; use N/A (not applicable) if the section does not apply to you.

**Spell Check:** Make sure your grammar and spelling are correct.

**Proof Read:** Have someone read over your application to make sure it is clear and there are no mistakes.

**Due Dates and Deadlines:** Find out when applications are due—turn your application in by the deadline or earlier!

**Cover Letter:** Send a well-written cover letter with your resume to highlight your personality, skills and experience and interests.

# EMPLOYMENT INFO FOR SAN FRANCISCO TRANSITIONAL AGE YOUTH



## RESEARCHING & APPLYING FOR JOB TRAINING PROGRAM:

San Francisco offers dozens of programs designed to help young people learn the skills and gain the experience they need to be prepared for the workplace.

If you have limited work experience, want to learn some new skills or get exposure to a new career path, one of the many employment and training programs offered in the City is a good place to start. Always check out [sf4tay.org](http://sf4tay.org) for regular postings of jobs and job training programs in the City!

## WHEN RESEARCHING JOB TRAINING PROGRAMS, THINK ABOUT:

- Eligibility: What are their eligibility requirements?
- Expectations: What you want to gain from the program (i.e. work experience, leadership skills)
- Your schedule: How much time do you have available? When can you attend?

## APPLY:

Apply to at least 3 programs —only 1 out of every 3 youth are accepted into most employment programs in San Francisco. The more programs you apply to, the better chance you have of being accepted by at least one.

## INTERVIEWING:

Research the program using the internet or program website before going to your interview. Know the exact time and location of your interview, and arrive at least 10 minutes early. Be sure to go to the interview alone.

**Presentation:** Make sure that you do not have gum or candy in your mouth and turn off your cell phone.

**Prepare for the interview:** Think about questions they might ask and how you want to answer them. Use complete sentences during the interview.

**Attitude:** Show a positive, enthusiastic attitude to let them know you are excited about the job/program!

**What to Take to Your Interview:** 2 copies of your résumé.

**Dress for Success:** No jeans, shorts, hats, or t-shirts for your interview. Dress conservatively: Khakis, slacks, dark suits, long skirts and dresses, polo shirts, colored shirts, are all acceptable attire to wear. Wear appropriate closed-toe shoes.

## FOLLOW-UP:

Send a Thank You Note: Ask your interviewer for his/her business card and follow up with a thank you note the next day saying how much you enjoyed meeting him/her. You can send the thank you note to the address on the business card.

Follow-Up: If you have not heard from your potential employer in two weeks after your interview, you can follow-up with them by phone or email and politely ask them about the status of your application.

## CONGRATULATIONS, YOU GOT THE JOB! NOW WHAT?

After securing your job, make sure to follow instructions carefully to obtain your Work Permit and other necessary documents. Your employer will need to fill out a section of your Worker's Permit.

**Schedule:** Work out with your employer your schedule.

**Be Prompt:** Arrive on time or early every day, properly dressed for your new job!

## Work Permit Application Procedure

All youth under age 18 must have a Work Permit in order to be employed, unless you have graduated from high school or have passed the California High School Proficiency Examination.

Work permits must be renewed at the start of each school year and at the start of the summer.

1. Obtain a Work Permit Application in several ways:

-Check with your school counselor

-Go online: <http://www.sfusd.edu/en/services/student-work-permits.html>.

-Pick up a "Request for Work Permit" form at School of the Arts - 555 Portola Dr. - Room 380

2. Complete the Work Permit Application

Once you receive your application, make sure to complete all sections. Your prospective employer and your parents will have to complete a section.

3. Collect the following documents:

-Social Security card (original or copy)

-Verification of birthday (birth certificate, medical card, driver's license)

-Verification of current school enrollment (school identification, current report card, statement from counselor)

-Picture ID (copy)

4. Submit work permit application and documents in person to:

Work Permit Department

727 Golden Gate Avenue, Bungalow 1  
San Francisco, CA 94102

(415) 241-3030 x13052  
Hours of Operation:

Monday through Friday

8:00 am to 5:00 pm

SF4TAY.org is a project of Transitional Age Youth San Francisco:

1390 Market Street, Suite 900, San Francisco, CA 94102 Phone: 415-554-8415 Web: [sf4tay.org](http://sf4tay.org)