

# Interested in getting a job while in high school?

## Step 1: Is working while going to school the right choice for me?

- 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. Pick a physical area that fits your travel needs. **Location is important.**

## Step 2: The Job Hunt

- 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.

## Step 3: Get a job offer!

## Step 4: B-1 Form

- A B-1 form is a "**Statement of Intent to Employ Minor and Request for Work Permit.**" 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.
- Obtain a B-1 form from **Ms. Wallace** in the main office.
- Fill out the form completely and properly (**PRINT LEGIBLY**); obtain signatures from your Employer and Parents.
- Return the application to Ms. Wallace in the Main Office