

Are you a youth interested in a job? If so, below are instructions to help you with the application process.

Please note that registration does not guarantee enrollment in the program, but following the steps below can increase your chances of being qualified.

1

GET YOUR PAPERWORK READY: IT'S NEVER TOO EARLY TO START GETTING TOGETHER THE DOCUMENTS YOU WILL NEED TO WORK! YOU WILL NEED:



Photo ID
California
or school ID



**Original and Signed
Social Security Card**



**Verification of
City Address**

Acceptable documents
include a recent utility bill
or government/school
mail.



Work Permit
from your school district
if you are under 18



**Selective Service
Registration**

only if you are a male
who is 18 years or older.
(WIOA only)

2

CONFIRM YOU STILL WANT A JOB!

Unfortunately, we can't promise a job for every youth who signs up. We will start identifying youth from the registration list in mid June/July.

If you have been selected, a Youth Employment Agency will call or email you.

If you're contacted, be sure to respond right away to confirm that you still want a job!

If your phone, email or address has changed since you signed up, log in to your account in Hirelayouth.com and update your information.



3

ENROLL!

If you are contacted by one of our Youth Program agencies, you will be given an appointment to come into their office. They will tell you what documents you need to bring. Write down that information. If you don't have all of your documents by the time of your appointment, still GO!

4

ATTEND ORIENTATION & GET PAID FOR TRAINING

Next, you will need to attend an orientation at the Youth Employment Agency, followed by Work Readiness and Financial Literacy so you'll know the smart way to spend your first paycheck. The best part is you'll get paid for this training!

5

START YOUR WORK EXPERIENCE

You will be matched with a place to work based on your interests and experience. If you do not have any work experience, no problem! There are many job opportunities available with community organizations, park & recreation programs, libraries, government agencies, childcare centers, and community colleges. Confirm with the Youth Program Agency the amount of hours you may work and wages.