

JOB EXPERIENCE

When you're ready for your first job, there are a few things to remember. In Wisconsin, you may be employed as early as age 12 or 13, in jobs like babysitting, lawn care, golf caddy, newspaper carrier, or at your own parents' business. When you turn 14, you can also work in an office, grocery store, retail store, restaurant, movie theater or amusement park. And when you turn 16, you can work in any job that is not hazardous (for example, you still can't work with saws, explosives, radioactive materials, or most power-driven machines.)

For more information about what jobs you can do and when you can do them, visit the **U. S. Department of Labor** website:
www.youthrules.dol.gov

Teens have many opportunities to gain some work experience and learn some new skills. You may work for wages or you may do volunteer work. The important thing is to get valuable experience that will help you get a paying job and show future employers that you have what it takes to be a mature and responsible employee.

When you're ready for paid employment, you will need a **Social Security Number**. If you don't already have a Social Security card, go to:

Social Security Administration www.socialsecurity.gov
You may get the application process started online. You'll learn what documents you need, and can print out and complete the form to take or mail to the Social Security Administration at **352 Grand Ave., Wausau**.

To find out about getting a **Work Permit**, contact your High School office.

Before you apply for a job, make a list of your work experiences, volunteer activities, odd jobs, and people who can recommend you. This résumé or fact sheet will help you as you move through the stages of employment.

Some questions to ask yourself are:

- What do I like to do?
- What am I good at doing?
- How will I get to and from a job?
- How many hours and days a week can I work?
- What are my special skills (such as typing, computer use, photography, auto repair, working with people?)
- Do I have any extra-curricular activities or hobbies?

To find job openings that match your interests and experience, go to:

Job Service <https://JobCenterofWisconsin.com/>
Job search assistance at **364 Grand Ave., Wausau** includes instruction in résumé writing and interviewing. Job Service also provides on-site computers for job seekers to produce résumés, cover letters, etc. Internet access is available to help in your job search.

People of all ages find paid employment in a variety of ways. You can use these same techniques in your own job search when the time comes:

- ✓ Read the classified ads of the newspapers for job openings
- ✓ Write letters of application to the local businesses where you'd like to work
- ✓ Get in on the "word of mouth" act by telling your family, friends, neighbors and teachers that you're in the job market (they might know someone who knows someone who has a job for you!)

Wausau Schools have a **Guides for Growth** program, for students at East and West High Schools. Adult "Guides" share their work experience with a student who wants to explore a specific career first-hand at a local place of business. Check with your school office or favorite teacher to find out if your school has programs to help you decide on a future career.

Special community programs designed for youth employment include:

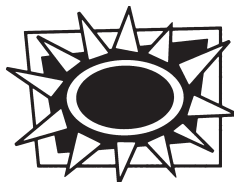
AmeriCorps Team Greater Wausau Area(715) 849-5212
Corporation for National Service program for participants who are at least 17 years old.

Job Corps Admissions and Placement(715) 359-7040
Long-distance callers may call toll-free. . .(800) 733-JOBS

For low-income students aged 16-24 who need employment training.

Wausau Fresh Start Construction Project(715) 842-8390
Program helps youth aged 17-24 yrs.work toward self-sufficiency while they are part of a work crew that builds low-income housing.

WIA Youth Employment and Training(715) 261-8720
One-on-one career counseling and pre-employment skills training for income-eligible youth ages 14-21 who have barriers to employment.



REMEMBER
Plan to begin looking
for summer jobs
as early as March.