

III. Start the Search

Now you can start your search - for a volunteer position, an internship, or a job. The key to a successful search is **organization**. Keep track of what you are looking for, who you have contacted, what applications you have submitted. There are forms included in this section to help you stay organized. Here are some things to consider:

- 1) Think about what type of experience you want to look for.
 - Do you want to gain some experience in a career field that interests you?
 - Maybe you want to volunteer at a local agency (such as the Peekskill Youth Bureau or the Field Library).
 - Maybe you want an internship where you can get work experience and learn about a specific field.
 - Or maybe you want a job with a salary.

You can search for more than one type of experience at the same time, but make sure you keep a list of places you would like to contact.

- 2) Think about where you want to look.
 - If you learned any tips from people you've have spoken with when you were identifying your strengths and skills, write this information down.
 - Look in the Help Wanted section in local newspapers.
 - Look for signs in windows of local businesses.
 - Check with *Volunteer New York* (www.volunteernewyork.org) for volunteer and internship opportunities.
 - Check the **List of Possible Employers to Contact (Peekskill Agencies)** on the next page for more ideas of places to apply.

Remember that you can also create your own position via your own skills. If you like working with kids, you can look for work as a babysitter. If you want to work outdoors, you can see if folks need someone to mow their lawns, or you can shovel snow in the winter months. There are plenty of web tools that can help you create a flyer or business cards to advertise yourself – look in Google Doc, Microsoft Office, or Mac Pages.



3) Next you will need to contact the agency you are interested in. There are different ways to make these contacts.

- Will you make a phone call?
- Visit an agency in person?
- Complete an online application?

However you do it, use the **Log for Contacts Made** to keep track.

4) Finally, you will need to complete applications for positions. Have your Personal Data Form updated and ready to use. You may also need a resume to submit (see the next section). Use the **Log for Applications Completed** to keep track of the positions you've applied for. Remember that applications completed on the Internet will need you to choose a username and password for each agency, and you may need to return to the agency website to track or update your application. Use the **Job Search Website Registration Log** to record the usernames and passwords you selected for each agency.

Note: If you are under 18 and applying for a paid position, you will need to show the employer that you have **Working Papers** (see the page in this section for details).

Forms included in this section:

- List of Possible Employers to Contact (Peekskill Agencies)
- Record of Contacts Made
- Record of Applications Completed
- Record of Job Search Website Registrations
- Information on Working Papers

List of Possible Employers to Contact in Peekskill

| Agency Name | Address | Phone |
|---|--|------------------|
| Peekskill Youth Bureau | 228 Main Street, Peekskill, NY 10566 | 914-737-3400 X14 |
| Peekskill Parks and Recreation | 1 Robin Drive, Peekskill, NY 10566 | 914-734-7275 |
| Westchester Community College, Peekskill Ext. Center for Digital Arts | 27 North Division Street, Peekskill, NY 10566 | 914-606-7300 |
| Hudson River Health Care | 1037 Main Street, Peekskill, NY 10566 | 914-402-7178 |
| Field Library | 4 Nelson Avenue. Peekskill, NY 10566 | 914-737-1212 |
| Peekskill Senior Nutrition Center | 4 Nelson Avenue, Peekskill, NY 10566 | 914-734-4254 |
| Under My Wings Family Day Care Center | 517 Harrison Avenue, Peekskill, NY 10566 | 914-734-8033 |
| Westchester Community Opportunity Program (WestCop) at Peekskill Community Action Partnership | (Bowman Towers) 709 Main Street, Peekskill, NY 10566 | 914-739-1454 |
| Homestyle Desserts Bakery | 24 Water Street, Peekskill, NY 10566 | 914-737-6616 |

**Record of Contacts Made
Job/Work Experience Opportunities**

| Contact Made (Name of Employer Or Organization) | Date | Person You Spoke To (Name, Title) | What You Learned about Possible Job/ Work Experience Opportunity |
|---|------|--------------------------------------|---|
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(OVER)

Working Papers (Employment Certificates) & Labor Law Requirements for Youth Under 18

If you are 14 or older, you are officially allowed to join the workforce (after school, on the weekends, holidays, and during the summer). However, teens under 18 years old will need an Employment Certificate (often referred to as working papers). Working papers are divided into two age groups (14-15 and 16-17) and are given to the employer before you start to work.

14-15 year olds - Your working papers are **blue**.

16-17 year olds - Your working papers are **green**.

Why do you need working papers? Working papers serve as the official proof that you are eligible to work. They were established to ensure that businesses do not take advantage of you by scheduling you too many hours while you are still a minor in school and during the summer as well.

Labor laws help protect you and your rights as a worker. The New York State Department of Labor (NYSDOL) and the United States Department of Labor do not allow certain jobs to be taken by people of certain ages because of the hazards that may come along with that job. Your age affects the jobs that you may be able to take! For more information on New York State Child Labor Laws, check out: <http://labor.ny.gov/youth/index.asp>

How Do You Get Your Working Permit?:

- Go to your guidance office and ask for an Employment Certificate (working papers) application.
- Follow the instructions and fill out the application. You will need to take the application home to have it signed by your parent or guardian.
- Return your completed application, signed by your parent or guardian, to the guidance office secretary with a copy of your Social Security card and the results from a recent physical (within the past 12 months).

When Can You Work?

When School IS in Session:

| Age | Maximum Daily Work Hours | Maximum Weekly Work Hours | Maximum Number Of Days Worked Per Week | Work Times |
|---------|--|---------------------------|--|-------------------|
| 14 - 15 | <u>School Days:</u> 3 hours | 18 hours | 6 days | 7:00am to 7:00pm |
| | <u>Non-School Days (Weekends/Holidays):</u> 8 hours | | | |
| 16 - 17 | <u>Monday-Thursday:</u> 4 hours | 28 hours | 6 days | 6:00am to 10:00pm |
| | <u>Friday, Saturday, Sunday & Holidays:</u> 8 hours | | | |

When School is NOT in Session (Summer):

| Age | Maximum Daily Work Hours | Maximum Weekly Work Hours | Maximum Number Of Days Worked Per Week | Work Times |
|--------|--------------------------|---------------------------|--|--|
| 14 -15 | 8 hours | 40 hours | 6 days | 7:00am to 9:00pm (June 21 to Labor Day) |
| 16 -17 | 8 hours | 48 hours | 6 days | 6:00am to Midnight |