

Dear Applicant,

Thank you for signing up online and expressing interest in the 2018 HIRE-LA's Youth Summer Jobs program! We're sending you information to help with the application process. Summer is right around the corner, so read this email carefully. **Please note that registration does not guarantee enrollment in the program, but following the steps below can increase your chances.**

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.

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 summer job!

**If your phone, email or address has changed since you signed up**, register again online with your updated information at: [hirelayouth.com](http://hirelayouth.com).



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 SUMMER JOB

You will be matched with a place to work for the summer 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. You can work up to 120 hours (about six weeks) and will be paid \$14.25 per hour.