



How to find a job

Employment Readiness
2026

Developed by the Casa Grande High School Counseling Department

About Your Counselor...



My first job was...

First Jobs

McDonalds - Ms. Tobin, Ms. Gonzales, and Mr. Libecap

Cashier - Ms. Simmeth

Dishwasher - Mr. Koene

Kids gymnastics coach - Ms. Powaser

High school office assistant - Ms. Martinez

Busser - Mr. Sklove

Baskin Robbins - Ms. Wodhams and Ms. Byrne

Preschool teacher - Ms. Conway

Camp Counselor - Ms. Thinnes

Windsurfing instructor - Mr. Leicham

Grocery Bagger - Ms. Ricaurte

Maintenance at hotel - Mr. Merwin

Burger King - Ms. Janeska

Puma outlet - Ms. Steiner

Prepping classrooms - Mr. Siders

Babysitting - Ms. Richter

T.J. Maxx - Mr. Rankin

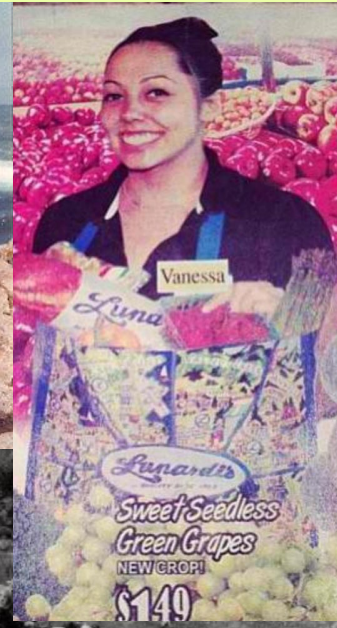
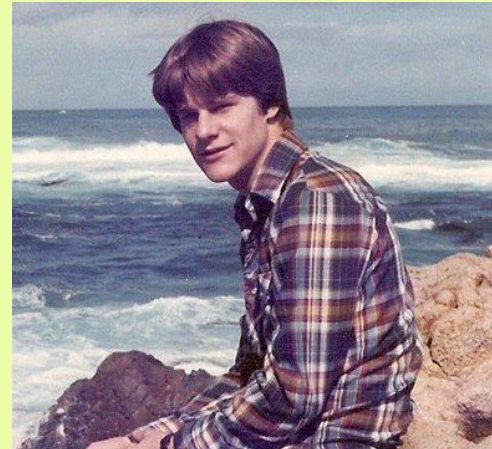
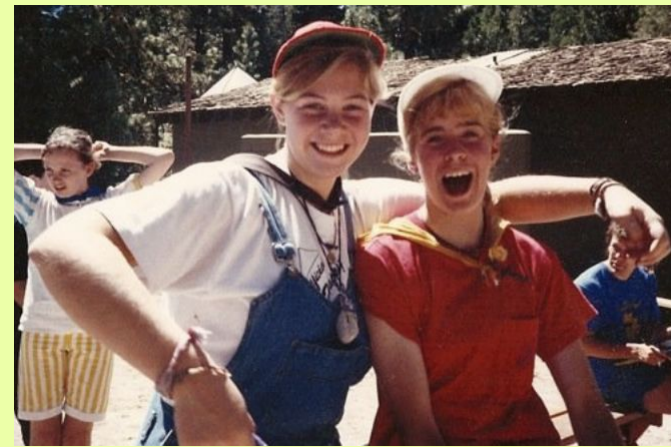
Retail sales - Ms. Schaefer

Restaurant server - Ms. Martignoli

File clerk - Ms. Fontaine

Papa Murphy's - Mr. Weaver

Dad's fruit stand - Ms. Noone



Today's Goal...

be prepared to get a job (possibly your first!)

We'll learn about...

- the documents you need
- laws and your employee rights
- where to look for a job
- how to make a great first impression

Graduate Statement on Employability: "I have the skills, the attitude and the work-ethic to be a success in the workplace. I am a self-starter, I am reliable, flexible and punctual, and I have integrity. I present and dress professionally in the workplace."



Do you have a job?

What documents do I need?

You need documents to establish identity and eligibility to work



Birth Certificate



Social Security Card/
DACA Card



CA ID/Driver's License/
Passport



Work Permit

Before you begin



Your parents/guardians may have these documents at home
Or, depending on the job, you may not need these documents



How order a birth certificate in Sonoma County



How to order a replacement Social Security card/DACA Social Security card



How to get a California ID Card

Work Permit



What is it?

An agreement between you, your parents/guardians, your employer, and your school



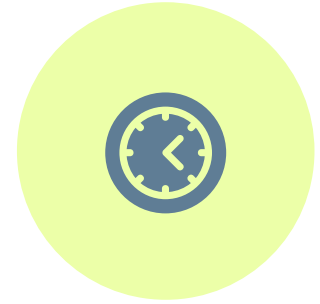
Why do I need it?

Protection from unsafe work environments



What's required?

Be 14-17 years old, excellent attendance, and have a 2.0 GPA



When do I get it?

AFTER you receive a job offer

Steps to Get a Work Permit

1. Get a job offer
2. Pick up a work permit application
 - a. In the counseling office
 - b. In the College & Career Center
 - c. On the [College & Career Center Website](#)
3. You, parent/guardian, and employer sign the application
4. Return the application to Mr. Silver or to the Counseling Secretaries

During the summer, contact the [Petaluma City Schools District Office](#)

True or False?

You must get a work permit before you start looking for a job.

FALSE

A work permit is specific to your place of employment. You must get one AFTER you are hired.

If you change jobs, you will need a new work permit for your new job.

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT-

CERTIFICATE OF AGE

CDE B1-1 (Rev. 07-10)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT-CERTIFICATE OF AGE" form (CDE B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)***Minor's Information**

Minor's Name (First and Last)		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

School Information

School Name		School Phone	
School Address		City	Zip Code

To be filled in and signed by employer. (Please review the General Summary of Minors' Work Regulations on reverse.)

Business Name or Agency of Placement		Business Phone	Supervisor's Name
Business Address		City	Zip Code

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name (Print First and Last)	Employer's Signature	Date
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To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.

Parent or Legal Guardian's Name (Print First and Last)	Parent or Legal Guardian's Signature	Date
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For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

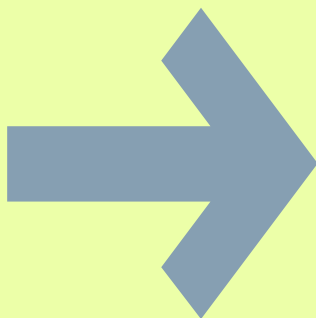
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Proof of Minor's Age (Evidence Type)				Check Permit Type: <input type="checkbox"/> *Full-time <input type="checkbox"/> **Workability <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> ***Work Experience Education, Vocational Education, or Personal Attendant			
Verifying Authority's Name and Title (Print)							
Verifying Authority's Signature							

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

Copy-District or County Superintendent; Employer; Parent or Legal Guardian

(Over)

This is a work permit application



**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—
CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

General Summary of Minors' Work Regulations

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
 - Employers of minors required to attend school must complete a "Statement of Intent to Employ a Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (*EC 49162*)
 - Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (*EC 49161*)
 - Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (*EC 49164*)
 - A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (*EC 49164*)
 - A day of rest from work is required in every seven days, and shall not exceed six days in seven. (*LC 551, 552*)
- Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (*LC 1294.1 and 1294.5, 29 CFR 570 Subpart E*)
1. Explosive exposure
 2. Motor vehicle driving/outside helper
 3. Roofing
 4. Logging and sawmilling
 5. Power-driven woodworking machines
 6. Radiation exposure
 7. Power-driven hoists/forklifts
 8. Power-driven metal forming, punching, and shearing machines
 9. Power saws and shears
 10. Power-driving meat slicing/processing machines

It's important to familiarize yourself with what you can and cannot do as a minor

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 th grade to work while school is in session. (EC 49112)	Must have completed 7 th grade to work while school is in session (EC 49112)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (LC 1285–1312)

School In Session

4 hours per day on any schoolday (EC 49112; 49116; LC 1391) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (EC 49116; LC 1391, 1392)	3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-schoolday No more than 18 hours per week (EC 49116; LC 1391) WEE students may work during school hours & up to 23 hours per week. (EC 49116; LC 1391)	2 hours per schoolday and a maximum of 4 hours per week. (EC 49112)
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School Not In Session

8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)
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Spread of Hours

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (LC 1391) WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)
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For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

It's also important to know when you can work and how many hours you can legally work as a minor

Living Wage vs. Minimum Wage

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

CALIFORNIA: MINIMUM WAGE UPDATE



CURRENT MINIMUM
(As of January 2026):
\$16.90 per hour



Rates subject to change. Consult official city resources for details.



- Minimum wage varies by State and differs from Federal minimum wage
- Living wages are passed by cities/counties and supersede State minimum wage
- Petaluma has a **Minimum wage**, and also a **Learner's wage** for ages 14-17 during their first 160 hours of employment in occupations in which they have no previous similar or related experience.

CITY OF PETALUMA: MINIMUM WAGE UPDATE



**CURRENT
MINIMUM WAGE:**
\$18.31 per hour



**LEARNER'S WAGE
(New Hires):**
\$15.56 per hour*

*Hourly rate during initial training period while learning the job.

Rates subject to change. Consult official city resources for details.

IRS Form W-4

Form W-4	Employee's Withholding Certificate	OMB No. 1545-0074
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		
		2025
Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
	Address _____	
	City or town, state, and ZIP code _____	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.

Multiple Jobs or Spouse Works

(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Claim Dependent and Other Credits

Multiply the number of qualifying children under age 17 by \$2,000 \$ _____

Multiply the number of other dependents by \$500 \$ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here **3** \$ _____

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$ _____

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . **4(c)** \$ _____

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer's name and address _____ First date of employment _____ Employer identification number (EIN) _____

- Employment = taxes
- W-4 ensures your employer withholds the appropriate amount of taxes
- Be honest and careful when you fill out this form!
- If you have any questions, talk to a parent/guardian or a tax preparer



Working for Yourself

- Babysitting
- Dog walking/pet sitting
- Tutoring
- Lawn and garden care/Landscaping
- Driveway cleaning/Pressure washing
- Washing cars
- Other jobs related to your interests
 - sneaker cleaning
 - hunting & selling vintage clothing

Working for Cash/ Working Under the Table

What are the risks of working for cash?

- No insurance benefits
- No employee rights (breaks, sick leave, etc).
- No recourse should you be injured on the job
- Wage theft

3 Petaluma teens allege wage theft by Subway franchisee

BREAKS

All employees are entitled to:

- A 10-minute *paid* rest break for every 4 hours of work
- An unpaid, uninterrupted 30-minute break for every 5 hours of work



No work permits, bathroom breaks

True or False?

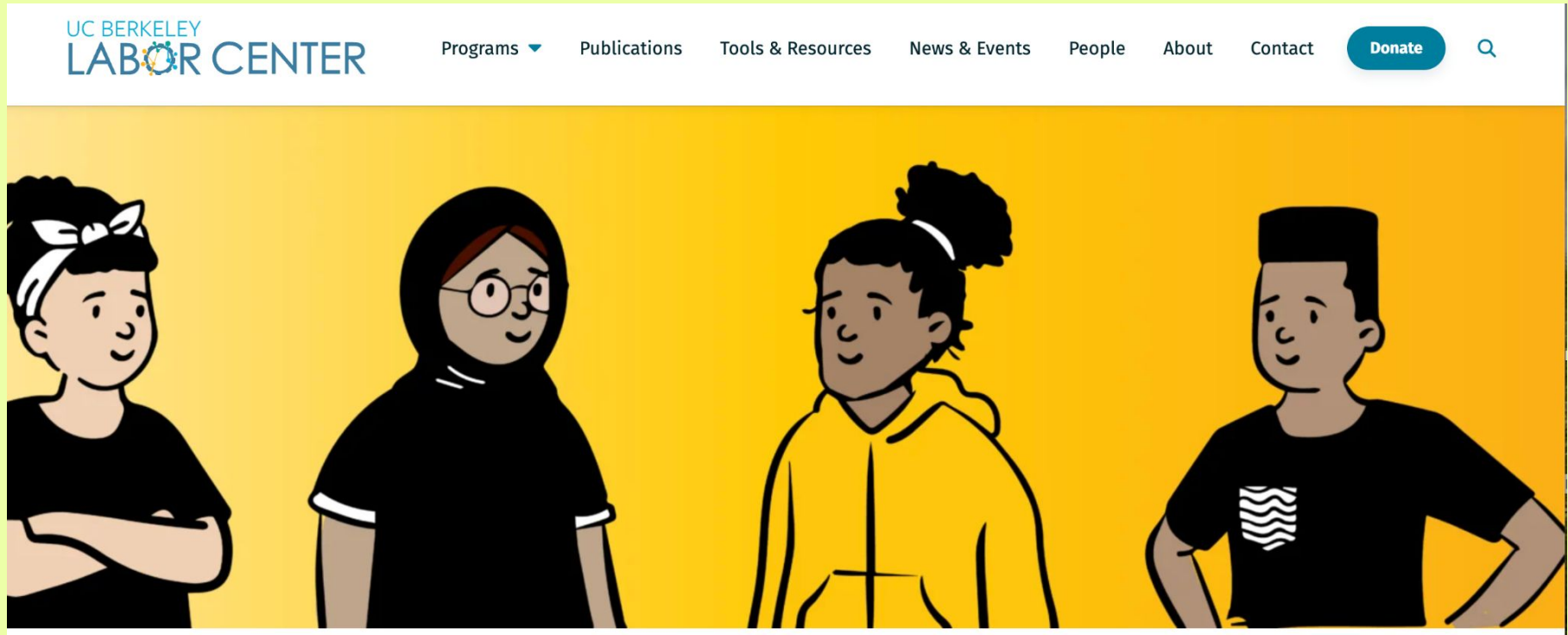
Teenagers are more likely to be injured at work than adults.

TRUE

Teenagers and young adults are 2.3 times more likely to get injured than those over the age of 25.

The greatest number of injuries occur among ages 16-19. ([CDC](#))

More information on how to stay safe



[UC Berkeley Labor Center](#)

[Know Your Rights Fact Sheet](#)

**Scan the QR code to
learn more.**



laborcenter.berkeley.edu/rights

How Do I Find a Job?

- **Word-of-mouth**
- **Websites: Company Pages**
- **Job Search Sites**
 - Walk in
 - CGHS College & Career Center

Check out the [Casa Grande College and Career Center website](#) for more job search resources

Text Scams



Greetings! I'm Brynn from Affirm. We noticed that your background and resume have been recommended by multiple online recruitment agencies. Therefore, our company has an excellent remote online part-time/full-time job opportunity for you to help Affirm merchants update data, increase visibility and increase bookings, and we'll set you up with free training to get you rolling in no time!

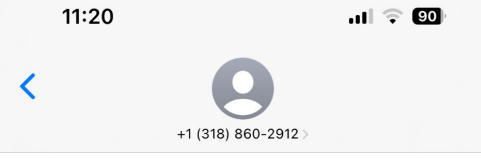
This is a flexible part-time and full-time job. You only need to work 2-3 hours a day, 5 days a week, and the working time and location are completely based on your personal schedule. The daily income is between \$200 to \$300, and you can also earn an extra \$800 base salary for every 5 days of work. In addition, you will enjoy paid annual leave, and ordinary employees can enjoy 10-15 days of paid annual leave. Your salary will be paid daily. We also provide maternity leave, paternity leave and other statutory holidays.

+ iMessage



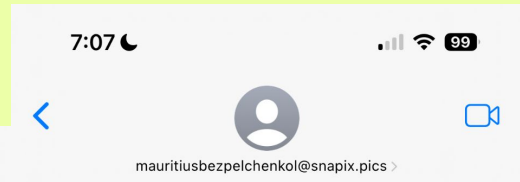
Hi, I'm Stephanie from Klarna. Your background and resume have been recommended by multiple online recruitment agencies. Therefore, we would like to offer you a great remote online part-time job to help merchants update their data, increase visibility and bookings, and provide you with free training. Flexible part-time and full-time work, allowing you to work 60 to 90 minutes a day, 5 days a week, and earn extra income on weekends. You can work anytime and anywhere according to your schedule and earn \$200 to \$500 a day. The basic salary is \$2,000+ per week. Paid annual leave: In addition to maternity leave, paternity leave and other statutory holidays, ordinary employees have 15-20 days of paid annual leave. If you would like to join us, please contact us via WhatsApp: +13107500628 (Note: you must be at least 25 years old)

+ iMessage



Hi, Florence here. We've got remote P-time/F-time openings. Want the role & salary info?

The sender is not in your contact list.
[Report Junk](#)



Hello, this is Tiktok Corporate Recruitment Department. Your background and resume caught the attention of several online recruiters, so we would like to offer you a fully remote, work-from-home job. The work is easy and there are no time limits. Daily pay ranges from \$200 to \$1,500, paid on the same day, and monthly pay can easily exceed 10,000. If you are eager to take on the challenge, show your talent, and work with a world-class team, then join us now and start a new chapter in your career. (Requirements: 22 years old and above) If interested, please contact us via WhatsApp +15064368666

🚩 Red flags 🚩

- Unsolicited
- Company impersonation
- Quick hiring
- High pay/flexible hours/WFH
- Requests for personal info
- Requests for payment/Venmo/CashApp

True or False?

Boomers are three times more likely to fall for text messaging scams compared to Gen Z.

False

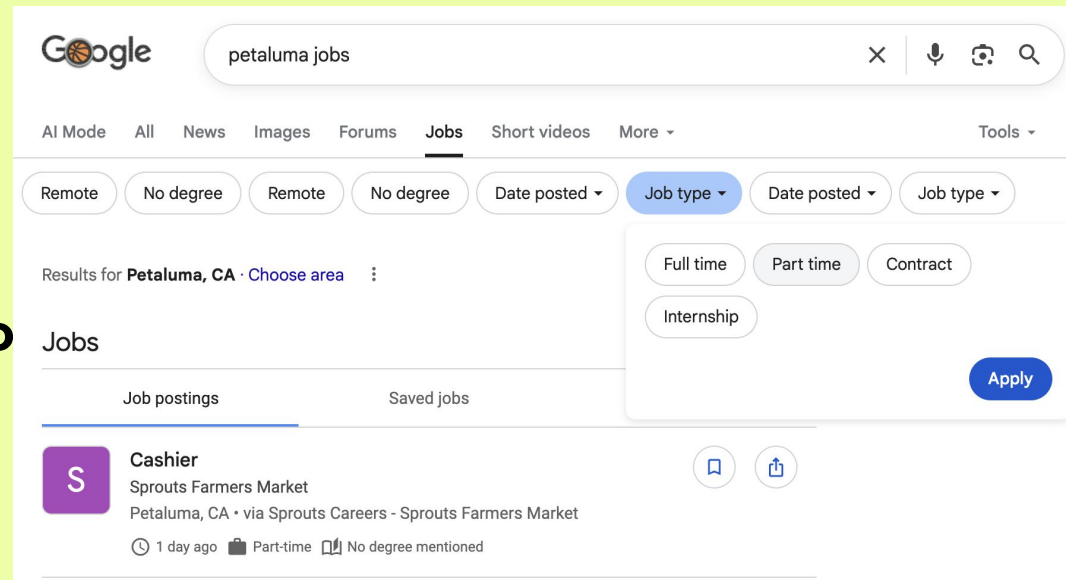
The opposite is true. Scammers target teens through platforms where they spend significant amounts of time, especially social media, video games and text messages. ([Time](#))

In 2025, texting and messaging scams have increased by 50%. ([Consumer Reports](#))

Let's find a job!



1. [Google.com](https://www.google.com)
2. Search for **“Petaluma jobs”**
3. Filter for **“part-time”** and and/or requirements for **“no degree”**



Goal: Find one job that interests you

Extra credit: think about what skills you need to be successful in that job

Still need ideas?

Active Wellness Center
Adidas
Aeropostale
American Eagle Factory Outlet
Banana Republic
Baskin Robbins
Bloomingnail's
Body English Health & Performance
Boulevard Cinemas
Boys & Girls Clubs of Sonoma-Marin
Carters
Cazadero Performing Arts Camp
Chick-fil-a
Cinema West
City of Petaluma
Code Zone Escape Room
Copperfields Bookstore
County of Sonoma
Cross Roads Ranch
Crumbl Cookies
DBA Robinson Construction
Dick's Sporting Goods
Domino's
El Roy's Express Mex, Inc
Extreme Pizza
Famous Footwear Outlet
Five Below
FMP Training
Fresh Catch
Friedman's
Gap Outlet

Grocery Outlet
Hansel Honda
Hansel Toyota
Happy's Drive Thru
Home Goods
Honey Pot Gelato
Hotel Petaluma
Hula Hippie Candle Co.
In-n-out Burger
Jamba Juice
Kohls
Krispy Kreme
La Guadalupana
La Petite Baleen
Larsens Tree Farm
Levi Strauss and Co.
Liberty School District
Little Hills Tree Farm
Lombardi's BBQ, INC
Maicon De Counleur
Mama J's Pizzeria
Mary's Pizza Shack
McCloud River B and B
Mickelson Pumpkin Patch
Old Navy
Pac Sun
Papa Murphys Pizza
Paradise Found
Petaluma Pumpkin Patch
Petaluma School of Ballet
Pho Sonoma

Pizza Guys
Pokemoto Petaluma
Poppy Bank Epicenter
Presbyterian Church of Novato
Pronzini Pumpkin Patch
Quickly
Rebounders
River Town Project LLC
Rooster Run Golf Course
Round Table Pizza
Safeway
SAKE 107
Sal's Pizzeria
Seared Steak & Seafood
Simmer Claw Bar
Simmer Vietnamese Kitchen
Sol Food Restaurant
Soma Aquatics Foundation
Sonoma Arts Live
Sprouts Farmers Market LLC
Starbucks Coffee Co.
TARGET
The Shuckery
Trader Joes
Trudy's Hallmark Shop
United Cerebral Palsy of the North Bay
Valley Orchards Retirement
Varenna at Fountaingrove
Wendy's
Wilibeas Wines & Spirits
Windsong Petaluma
Yogurtland



College & Career Center

Home

College & Career
Exploration

College Planning Checklist

Events & College Visits

Financial Aid

Forms

Graduation/A-G
Requirements

Job Readiness/Volunteer
Opportunities

SAT/ACT

WELCOME TO YOUR COLLEGE & CAREER CENTER

In Person & Virtual College Visits

10,000 Degrees Office Hours/ Tuesday, Thursday & Friday, 9-3 in the CCC.

WHAT DOES THE CCC OFFER:

COLLEGE

CAREER

FINANCIAL AID

WELCOME TO YOUR COLLEGE & CAREER CENTER

Damien Silver, College & Career Specialist

- Work permits
- Resume help
- Job search
- Volunteer and Internship opportunities
- [Website Resources](#)



Different Kinds of Applications

Hard Copy Application

- Picked up in person, hand-delivered

Online application

- Via store's website
- Or third party website such as Indeed

Resume

- Emailed or hand-delivered
 - **Check out the [Casa Grande College & Career Center website](#) for a resume template**



True or False?

I don't have any paid work experience so I have nothing to list on a resume.

FALSE

Volunteer work, school activities, leadership positions, caring for younger siblings, etc. can all be listed as experience.

What skills do you have?

- Communication
- Positive attitude
- Enthusiasm
- Follow through
- Taking responsibility
- Demonstrating pride in work
- Ready and willing to work
- Tolerance and acceptance
- Listening skills
- Teamwork
- Showing up on time
- Following instructions
- Dressing appropriately
- Time management
- Good driving record
- Text, email & phone etiquette
- Clean social media presence

Interview Tips

- Arrive at least 10 minutes early
 - Turn off phone/remove AirPods/headphones
- Dress professionally*
- Pay attention to hygiene, scents
- Good eye contact
- Smile!
- Handshake
- Be prepared with questions FOR the interviewer
- Send a thank you email
 - 1.5 weeks later - follow up!
 - 3 weeks later - follow up!

Dressing Professionally May Look Different at Different Jobs



True or False?

I can prepare for an interview in advance so I know what to expect.

TRUE

There are tons of free resources online so you can practice and increase your confidence.

[SRJC Career Resources](#)

- [Common Job Interview Questions](#)
- [Interview Tips](#)



Thank
you!

Still have questions about finding a summer job? Check the links in this presentation, visit the College and Career Center, or contact your counselor!