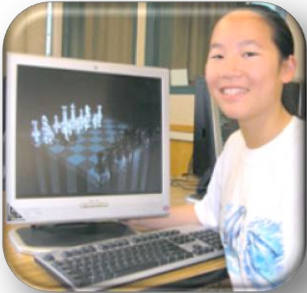


Contra Costa County Office of Education Student Programs



ROP Career Guide for High School Students



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Public Notice

The Contra Costa County Office of Education has a uniform complaint process as required in Code of Regulation, Title 5, Section 4622, COE Board Policy 1312.3(a). The Associate Superintendent of Human Resources is designated as compliance officer. A copy of the policy is available in the ROP Administration Office. The policy provides for mediation or investigation, presentation of additional relevant information, finding and appeals as appropriate.

ROP, in compliance with federal law, does not discriminate on the basis of race, religion, national origin, gender, or disability.

The purpose of this book is to assist you with career planning. It presents different career opportunities that are available to you. Included are important tips, various samples, and contact information.

Table of Contents

Monthly Expenses.....	1
Budget Worksheet.....	1
Career Information	2
Training Opportunities.....	2-3
ROP Career Training Courses	3-5
Job Resources	5
Job Application.....	6
Sample Job Application.....	6
Cover Letter	7
Sample Cover Letter	7
Résumé	8
Sample Functional Résumé	9
Sample Chronological Résumé	10
Sample Scannable Résumé.....	11
Job Interview.....	12-13
Sample Interview Questions.....	14
Sample Interview Questions/Legal and Illegal	15
Thank You Letter.....	16
Sample Thank You Letter.....	16
Self-Describing and Action Words.....	17-18
Working Youth	19-20
ROP Information	21

***A Special Thank You to Chevron,
our partner in career guidance activities.***

Monthly Expenses/Budget Worksheet

As you are considering your career plans, you'll want to keep in mind the cost of living in Contra Costa County. The chart below gives the average cost of basic expenses. Your expenses may vary depending on where you wish to live and your lifestyle preferences. Do you want a large apartment, or will a studio do? Do you like to eat out or cook your own meals? Do you spend a lot on entertainment or prefer watching TV at home? The costs listed are guidelines.

Monthly Expenses for a Single Adult Living in Contra Costa County:

Rent (one bedroom apartment)	\$950 - \$1150
Utilities	\$150 +
Food	\$350 - \$400
Transportation	\$550
Health Care Insurance	\$300
Clothing/Personal	\$250
 Total	 \$2,550+

How much will you need to earn to meet your monthly living expenses? Remember that approximately 30% of your earnings will be deducted from your paycheck for federal and state taxes. If you make \$2,000 per month, approximately \$600 will be deducted for taxes, leaving you with \$1,400. When first starting out, many people share an apartment or house with a friend(s) to help out with expenses.

Now it's your turn. Using the worksheet, fill in the amount needed for each item. For accurate figures, check rents in the classified ads and talk with your parents or friends who are already living on their own. You may see areas where you can cut costs, but be as realistic as possible.

Housing

Rent _____
Insurance _____

Utilities

Gas/Electricity _____
Water _____
Cable TV/Satellite TV _____
Telephone _____
Cell Phone _____
Internet Connection _____

Clothing

Clothing _____
Shoes _____
Laundry _____
Dry Cleaning _____

Food/Household

Food _____
Miscellaneous _____
Personal Items _____

Transportation

Vehicle Payment _____
Gas _____
Maintenance _____
Insurance _____
Vehicle Registration _____
Public Transportation _____

Medical/Dental _____
Veterinarian _____
Savings _____
Loans/Credit Cards _____
Entertainment _____
Vacation _____

Monthly Total _____

For information on living expenses and wages go to:
www.californiarealitycheck.com

Career Information Websites

Interest inventory and skills tests

Many schools offer career guidance tools. These tools can assist you in finding out how your interests and skills fit with careers and college.

Use the Internet

Do not provide information that identifies you unless you know who is using this information. Do not pay for services.

Your interests and skills

www.californiacolleges.edu/Career
www.onetcenter.org

Career tests

www.LiveCareer.com
www.college911.com
www.cacareerzone.org

Job characteristics

www.jobstar.org
www.students.gov
www.californiacareers.info
www.onlineonetcenter.org

Labor market information

www.onlineonetcenter.org
www.labormarketinfo.edd.ca.gov

Training Opportunities

Adult Schools

Acalanes Adult

www.acalanes.k12.ca.us/adulted
925-935-0170

Pittsburg Adult

www.pittsburg.k12.ca.us/paec
925-473-4460

Antioch Adult

aae.antioch.ca.schoolloop.com
925-706-5365

San Ramon Adult Education

www.venture.srvusd.k12.ca.us
925-824-0380

Martinez Adult

www.martinez-ed.org
925-228-3276

West Contra Costa Adult Education

www.wccae.info
510-215-4666

Mt. Diablo Adult

www.mdusd.k12.ca.us/adulted
925-685-7340

Contra Costa Community Colleges

Contra Costa College

www.contracosta.edu
510-235-7800

Los Medanos College

www.losmedanos.edu
925-439-2181

Diablo Valley College

www.dvc.edu
925-685-1230

Other Colleges and Universities

John F. Kennedy University
www.jfku.edu
1-800-696-5358

California State University
www.calstate.edu

St. Mary's College
www.stmarys-ca.edu
925-631-4000

University of California
www.universityofcalifornia.edu

Military

Today's Military
www.todaysmilitary.com

My Future
www.myfuture.com

Careers in the Military
www.careersinthemilitary.com

Volunteering

Volunteer Center of Contra Costa County
www.helpnow.org

Training Programs

California Conservation Corps (CCC)
www.ccc.ca.gov

U.S. Job Corps
www.jobcorps.doleta.gov

ROP/County Office of Education
www.cocoschools.org/rop

Apprenticeships

Department of Industrial Relations
www.dir.ca.gov/DAS

California's Union Apprenticeships
www.calapprenticeship.org

ROP Career Training Courses

Industry Sector/Classes
Agriculture and Natural Resources
Environmental Science
Veterinary Science

Job Titles
Environmental Engineer
Veterinarian

Job Titles
Environmental Scientist
Veterinary Assistant

Industry Sector/Classes
Arts, Media, and Entertainment

Art & Animation
Commercial Art
Computer Graphic Arts
Creative Writing

Job Titles

Illustrator
Commercial Designer
Graphic Designer
Writer

Job Titles

Animator
Layout Artist
Desktop Publisher
Copywriter

Industry Sector/Classes

Digital Recording Studio
Journalism/Adv. Journalism
Multimedia
Music Theory AP
Photography/Digital Photography
Play Production
Radio Broadcasting
Video Production
Video Broadcasting
Web Design

Job Titles

Sound Engineering
News Writer Reporter
Multimedia Artist
Music Director
Photographer
Actor
Announcer
Video Operator
Broadcast Technician
Webmaster

Job Titles

Technician

Graphic Designer
Music Arranger
Photographic Technician
Set Designer
Disk Jockey
Video Editor
Production Assistant
Web Developer

Building Trades and Construction

Cabinetmaking
Construction Technology

Cabinetmaker
Carpenter

Furniture Finisher
Roofer

Education, Child Development, and Family Services

Careers with Children
Careers in Teaching
Developmental Psychology of Children

Nursery School Aide
K-12 Teacher
Preschool Teacher

Day Care Center Aide

Child Care Attendant

Energy and Utilities

Refinery/
Process Plant Operator

Process Plant Operator

Refinery Mechanic

Engineering and Design

Architectural Design/CAD
Electrical Engineering
Engineering Design & Development
Introduction to Engineering
Intro. to Engineering Design
Principles of Engineering

Drafter, Architectural
Electrical Engineer
Mechanical Engineer
Mechanical Engineer
Mechanical Engineer
Mechanical Engineer

Drafter Assistant
Electrical Technician
Civil Engineering Tech
Civil Engineering Tech
Civil Engineering Tech
Civil Engineering Tech

Fashion and Interior Design

Fashion Design
Merchandising Fashion

Coordinator

Assistant Buyer

Finance and Business

Computerized Accounting

Payroll Clerk

Bookkeeper, Clerical

Health, Science, and Medical Technology

Analytical Forensic Science
Biotechnology

Forensic Science Tech.
Biological Technician

Evidence Technician
Clinical Lab Technician

Hospitality, Tourism, and Recreation

Culinary/Catering/Baking
Hotel Careers

Chef/Cook/Baker
Housekeeping

Caterer
Laundry Worker

Industry Sector/Classes
Information Technology

Computer Applications
Computer Science/Programming/AP Java
Systems Maintenance
Desktop Publishing

Job Titles

Administrative Assistant
Computer Programmer
Support Specialist
Desktop Publisher

Job Titles

Office Clerk
Systems Administrator
Graphic Designer

Industry Sector/Classes

Manufacturing and Product Development

Computer Integrated Mng.
Robotics Engineering Tech.

Job Titles

Mechanical Engineer
Robotic Operator

Job Titles

Civil Engineer Tech
Robotic Technician

Marketing, Sales, and Service

Marketing/Merchandising

Retail Sales Person

Advertising Sales Agent

Public Services

Community Services Professions
Cosmetology/Esthetician/
Manicuring
Fire Science
Introduction to Law
Law Enforcement Careers

Social Service Assistant
Hair Stylist
Manicurist
Fire Fighter
Paralegal/Legal Assist
Police Patrol Officer

Public Health Worker
Esthetician
Legal Support Worker
Security Guard

Transportation

Automotive Technology
(AYES/NATEF)Automotive Mechanic
Automotive Technician

Automotive Engineer
Automotive Technician
Maintenance Technician

Job Resources

Contact these resources for job listings

High School Career Center Staff

High School Job Board

High School Work Experience Program

Library

Community College Placement Center

East Bay Works One Stop Centers

Classified Advertisements

Internet Contacts

City of Concord Parks & Recreation
www.ci.concord.ca.us

City of Richmond Arts & Leisure
www.ci.richmond.ca.us

Contra Costa County Office of Education
www.cocoschools.org

City of Walnut Creek
www.walnut-creek.org

Job Application

This may be the most important form you complete. It is used as a screening tool to limit the number of candidates to be interviewed.

Tips for filling out your application:

- Create a master application to bring with you when applying for jobs
- Bring your master application, résumé and list of references with you to help you fill out the application
- Read through the entire application before you start to fill it out
- Always print or type
- Always print in ink
- Be neat
- Answer all questions or insert "N/A" if applicable
- List jobs by most recent job first. Use your master application or résumé
- Concentrate on the skills that fit the particular job
- Be clear
- Before handing it in, read through all your answers

Develop a list of references. Think about family, friends, neighbors, teachers, past employers, and any other adults who can give you a character or work reference. Be sure to get permission from a potential reference before using him/her as a reference.

Sample Job Application

Person Information:

First Name: Susan **Middle:** Ann **Last Name:** Warren
Street Address: 1234 Main Street, Apt. #24 **City:** Concord **State:** CA **Zip:** 94528
Phone Number: 925-555-1234 **e-mail:** swarren@aol.irg

Position/Availability:

Position applied for: Office clerk
Days available: **Sun.** X **Mon.** X **Tues.** X **Wed.** X **Th.** X **Fri.** X **Sat.** X
Hours available: 4:00 p.m. to 10:00 p.m. **Date available to start:** 06/13/2010

Education:

Name of School: Mt. Diablo High School **Date Graduated:** 06/14/2010

Skills and Qualifications:

Type 40 words per minute. Basic understanding of Windows, Microsoft Office, Internet and e-mail. Organized, self-motivated, creative and resourceful. Work well with people, out-going and friendly.

Employment History:

Present or Last Position: Clerk **Employer:** Goodwill Industries
Address: 990 Contra Costa Blvd., Pleasant Hill, CA **Phone Number:** 925-555-1111
Supervisor: Anne White **e-mail:** awhite@ggi.org
From: 06/14/2010 to 08/08/2010 **Salary:** \$9:00/hour
Responsibilities: Greeted customers, cashiered, accepted donations for the public and maintained inventory spreadsheets.
Reason for leaving: Summer position

References: Ms. Mary White 925-555-1112 Store Manager
 Mr. William Jones 925-555-0909 Leadership Teacher
 Mr. Joseph Brown 925-555-0910 Computer Teacher

Signature: Susan Ann Warren **Date:** 06/13/2010

Cover Letter

Tips for writing your cover letter:

- Address it to a person. Use his/her job title. Call and ask the receptionist if you cannot find the information elsewhere
- Demonstrate that you did your homework and know about the company
- Sound enthusiastic and interested
- Be professional, warm, and friendly
- Distinguish yourself. Add something that is unique about yourself
- Be sure to clarify the position for which you are applying
- Be brief – less than one full page
- Do not forget to sign your name

Sample Cover Letter

Your Street Address
City, State, Zip
Date

Contact Person
Contact Person's Title
Company Name
Street Address
City, State, Zip

Dear Contact Person:

First Paragraph: Explain how you heard about the job opening.

Second Paragraph :Show enthusiasm and interest in the company, product or services they offer. Give an example of how you might fit in the company. Cite something you read or know about the company that fits your personality or skills.

Third Paragraph: Explain when you are available to interview and to start work.

Sincerely,

Your Signature

Your Name

Résumé

Your résumé showcases you and your success in school, at home, in your community, and at previous jobs.

Tips for writing your résumé:

- Limit your résumé to one page
- Change the job objective to fit the specific job description
- Use terms like “on-the-job” or “course accomplishments”
- Be honest
- Use action verbs to describe your skills and achievements
- Prepare a first draft
- Revise and rewrite
- Make it look good
- Do not include your references on your résumé

Standard résumé (Functional or Chronological)

- Use a common, easy-to-read font like Times New Roman or Arial
- Use bullets for clarity
- Use proper formatting and good use of white space
- Use correct spelling and grammar

Electronic résumé – transmitted by e-mail

- Use a clean font like Times New Roman or Arial
- Use MS Word if possible
- Use correct spelling and grammar
- Save in “Plain Text” format

Scannable résumé – scanned into computer by company

- Use a common, easy-to-read font like Times New Roman or Arial
- Use 12-point type
- Use correct spelling and grammar
- Do not use italics, underlining, shadowing, bullets, graphics, boxes or columns
- Do not fold or staple
- Do not use all caps
- Align left

Sample Functional Résumé

SANDRA MARTIN

1234 Maple Street, Apt. #4
Antioch, CA 94531
925-555-1234
smartin@aol.com

OBJECTIVE:

To obtain a part time sales associate position.

SKILLS:

Communication

I've completed a speech class and served as the leader of the Debate Team, which have both provided me outstanding verbal and written communication skills.

Team Player

Experienced, dedicated team player, open-minded and willing to go the extra mile.

Customer Service

Courteous and respectful associate with good listening and problem-solving skills.

QUALIFICATIONS:

- Excellent work ethics
- Microsoft Word, Excel and PowerPoint
- Sales experience

WORK HISTORY

Sales Associate	Forever 21,	Antioch, CA	06/09 – 09/10
Babysitter	Antioch, CA		01/08 – 01/10

Sample Chronological Résumé

SANDRA MARTIN

1234 Maple Street, Apt. #4
Antioch, CA 94531
925-555-1234
smartin@aol.com

SUMMARY OF QUALIFICATIONS

Experienced sales associate with proven customer service skills. Awarded top sales award and earned employer praise for above average accuracy. Excellent track record handling responsibility and learning quickly.

QUALIFICATIONS

- Excellent work ethic
- Sales experience
- Microsoft Word, Excel & PowerPoint

WORK HISTORY

Sales Associate	Forever 21	Antioch, CA	06/09 - 09/10
<ul style="list-style-type: none">• Top Sales Award• Punctual• Performed closing duties• Mastered Point of Sales System• Balanced sales• Stocked and maintained inventory			

Babysitter		Antioch, CA	01/08 – 01/10
<ul style="list-style-type: none">• Emergency responsibilities• Maintained phone messages• Entertained and bathed child• Fed and put child to bed			

Sample Scannable Résumé

Sandra Martin
1234 Maple Street, Apt. #4
Antioch, CA 94531
925-555-1234
smartin@aol.com

Objective

To obtain a part-time sales associate position.

Skills

Communications – I've completed a speech class and served as the leader of the Debate Team, which have both provided me outstanding verbal and written communication skills.

Team Player – Experienced, enthusiastic team player, open-minded and willing to go the extra mile.

Customer Service – Courteous and respectful associate with good listening and problem-solving skills.

Qualifications

Excellent work ethic, motivated, athletic with lots of energy, previous sales associate experience. Flexible and available both evenings and weekends.

Work History

Sales Associate, Forever 21, Antioch, CA 06/09 – 09/10
Babysitter, Antioch, CA 01/08 – 01/10

Education

Diploma, Antioch High School, Antioch, CA 06/10
Microsoft Word, Excel and PowerPoint, communication classes
grade point average 3.6, type 45 words per minute

Interviewing Do's

Dress

- Do dress appropriately for the industry; your personal grooming and cleanliness should be impeccable
- Do wear a tie or a collared shirt
- Do wear simple or no jewelry

Before the interview

- Do arrive early – come alone
- Do bring extra résumés to the interview
- Do bring your portfolio to the interview
- Do treat all people you encounter with courtesy and respect, their opinions might be solicited during hiring decisions
- Do your research about the employer and have questions prepared to ask
- Do be prepared for typical interview questions

During the interview

- Do introduce yourself by name first
- Do look the person in the eye and shake hands
- Do wait until you are offered a chair before sitting
- Do show manners, courtesy, and maturity at every opportunity
- Do show willingness to start at the bottom and work up
- Do maintain good eye contact during the interview
- Do ask for clarification if you don't understand a question that is asked of you
- Do thank the interviewer
- Do get business cards from each person with whom you interview

After the interview

- Do make notes about the interview right away
- Do write a thank you letter to your interviewers promptly

Interviewing Don'ts

Dress

- Don't wear open-toed or backless shoes, sneakers, mules, jeans, baggy clothing, short skirts, tight or revealing clothing.

During the interview

- Don't rely on your application or résumé to do the selling for you; you will need to sell yourself to the interviewer
- Don't make negative comments about previous employers or teachers
- Don't treat the interview casually as if you are just shopping around or doing the interview for practice
- Don't give the impression you are only interested in salary; don't ask about salary and benefit issues unless your interviewer brings up the subject
- Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair
- Don't be soft-spoken
- Don't ever lie
- Don't answer questions with a "yes or no," provide examples whenever possible
- Don't bring up or discuss personal issues or family problems
- Don't use poor language, slang and pause words such as "like," "uh," "um" and "you know"
- Don't use the word "fired" or mention that you didn't get along with a past supervisor
- Don't panic if you trip, drop something or knock something over; show how calm you are under pressure
- Don't bring your cell phone or pager

Sample Interview Questions

Tell me about yourself.

My last job and volunteer experience dealt with customer service.
I particularly enjoy helping people solve problems and working on a team.

Why are you leaving your current job?

I am looking to increase my responsibility.

Why do you want to work for this company?

My friends and family have told me this is a good place to work.

Have you ever been asked to leave a position?

Yes, my position changed and my available hours no longer matched those of the position.

Why should we hire you?

I am reliable and will work hard. I am always punctual and ready to help where needed. If you hire me, you will get someone who is not afraid to learn and is willing to go the extra mile.

Tell me about a weakness you have.

I like to be busy all the time, so I am normally looking for extra work.

Tell me about a problem you had and how you solved it.

I once saw an employee stealing. This person was a friend of mine and I didn't want to lose that friendship, but I reported the situation to my boss anyway.

What would your past managers say about you?

My past managers would say that I was an outstanding employee and a valuable team player.

What do you like best about school?

I especially like working on team projects. I was in charge of decorations for our school dance. I organized the timeline for tasks, and responsibilities, and my team and I worked together to set up the gym. We finished on time and under budget.

What do you think of your last boss?

My boss was fair and honest. He gave me many opportunities to learn.

Do you have any questions for me?

- How does an employee succeed on your team?
- What are some of the objectives you would like to see accomplished in this job?
- What are some of the more difficult problems one would have to face in this position?
- Describe your ideal employee.

Sample Interview Questions

Legal and Illegal

Employers cannot directly ask you about any of the following, nor can they discriminate against you because of any of them:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Race • Sex • Religion • National Origin | <ul style="list-style-type: none"> • Birthplace • Age • Disability • Marital/family status |
|--|--|

Legal	Illegal
<p>Religion:</p> <ul style="list-style-type: none"> • Can you work weekends? • Do you belong to any professional or trade groups? 	<ul style="list-style-type: none"> • What church do you belong to?
<p>National Origin:</p> <ul style="list-style-type: none"> • Are you authorized to work in the United States? • What languages do you speak, read, or write fluently? 	<ul style="list-style-type: none"> • Are you a United States citizen?
<p>Age:</p> <ul style="list-style-type: none"> • Are you over the age of 18? 	<ul style="list-style-type: none"> • How old are you?
<p>Disability:</p> <ul style="list-style-type: none"> • Can you perform the specific duties of the job? (OK question if interviewer has described the job duties.) 	<ul style="list-style-type: none"> • Do you have any disabilities? • Tell me about your medical history.
<p>Marital/family status:</p> <ul style="list-style-type: none"> • Can you work overtime? • Is there any reason you cannot start at 7:30 a.m.? 	<ul style="list-style-type: none"> • Are you married? • How many children do you have? • Are you pregnant?
<p>Personal:</p> <ul style="list-style-type: none"> • Are you able to lift a 50-pound weight and carry it 100 yards as part of the job? 	<ul style="list-style-type: none"> • How tall are you? • How much do you weigh?
<p>Criminal record:</p> <ul style="list-style-type: none"> • Have you ever been convicted of a crime? 	<ul style="list-style-type: none"> • Have you ever been arrested? • Have you ever spent a night in jail?
<p>Military:</p> <ul style="list-style-type: none"> • What type of training or education did you receive in the military? 	<ul style="list-style-type: none"> • Were you honorably discharged from the military? • In what branch of the military did you serve?

Thank You Letter

A thank you letter should be sent immediately after the interview to thank the interviewer for the opportunity to interview and for his/her time.

Thank you letters:

- Show the employer you will take the initiative to make contact soon
- Add key information you may have forgotten in the interview, clarify any points or try to ease any reservation the interviewer might have expressed
- Get your name in front of the interviewer once again
- One more chance to sell yourself

Tips for writing a thank you letter:

- Address it to the interviewer, using his/her job title
- Limit your letter to one page
- Proofread carefully

Sample Thank You Letter

Your Street Address
City, State, Zip Code
Date

Mr. or Ms. Interviewer's Name, Job Title
Company Name
Street Address
City, State, Zip Code

Dear Interviewer's Name:

First Paragraph: Thank the interviewer for the opportunity to interview.

Second Paragraph: Sell yourself. Clarify any points or ease any reservations. Remind the interviewer of your qualifications.

Third Paragraph: Reiterate your interest in the position. Tell the interviewer when you will follow-up.

Sincerely,

Your Signature

Your Name

Self-Describing and Action Words

The following is a list of words that can help you when you are filling out applications, writing your résumé, and answering interview questions. Use these words to:

Describe your skills, talents, and strengths

acquainted	down-to-earth	mature	realistic
active	effective	motivated	reliable
adaptable	efficient	objective	resourceful
articulate	energetic	observant	responsible
artistic	enthusiastic	open-minded	sense of humor
assertive	fair	open to ideas	sensible
attentive	fair-minded	orderly	sincere
broad-minded	flexible	organized	stable
capable	focused	original	strong
competent	genuine	outgoing	tactful
committed	goal-oriented	patient	talented
conscientious	good communicator	people-oriented	team player
consistent	honest	personable	thoughtful
creative	intelligent	polite	trustworthy
dependable	knowledgeable	practical	unique
determined	leader	proactive	upbeat
disciplined	logical	productive	vibrant
discreet	loyal	quick	versatile

Describe your experiences and attributes

acted	encouraged	observed	started
adapted	enlarged	obtained	studied
addressed	enlisted	offered	supervised
aided	estimated	operated	supported
answered	examined	ordered	surpassed
applied	exceeded	organized	taught
approved	excelled	oversaw	tested
arranged	expanded	packaged	trained
assembled	experienced	participated	tutored
assisted	explained	perfected	uncovered
assured	extended	performed	understood

Describe your experiences and attributes

attained	filed	persuaded	updated
attended	finished	planned	verbalized
awarded	fixed	prepared	verified
balanced	formed	processed	volunteered
brought	funded	produced	wrote
built	gained	programmed	
calculated	gathered	provided	
clarified	guided	productive	
coached	handled	qualified	
collected	identified	realized	
communicated	illustrated	reassured	
compiled	increased	recommended	
conducted	introduced	recruited	
connected	invested	reduced	
contributed	investigated	refined	
created	justified	reinforced	
decided	learned	reported	
defined	lifted	researched	
delivered	listened	reshaped	
demonstrated	located	resolved	
determined	logged	responded	
developed	maintained	reviewed	
discovered	maximized	revised	
dispensed	measured	saved	
distributed	memorized	scheduled	
documented	merchandised	secured	
edited	molded	served	
eliminated	motivated	simplified	
enabled	negotiated	solved	

Getting ready to work - what you should know

Work Permits

If you are under 18, you will need a work permit. Contact your school or your school's district office.

If you are under 18 you may not:

- Drive a motor vehicle on public streets as part of the job
- Drive a forklift
- Use power equipment
- Work in wrecking, demolition, excavation, or roofing
- Work in logging or sawmill operations
- Handle, serve, or sell alcoholic beverages
- Work where there is exposure to radiation

If you are 14 or 15 you may not:

- Bake or cook on the job
- Work in dry cleaning or a commercial laundry
- Build, construct or do manufacturing work
- Work on a ladder or scaffold

What are my rights and responsibilities on the job?

Your employer must provide:

- A safe and healthful workplace
- Health and safety training, including information about hazardous chemicals
- Protective clothing and equipment
- Payment for medical care if you get hurt or sick because of your job. You may be entitled to lost wages
- Minimum hourly wage. In some cases, employer can pay less than minimum wage. For example, during your first 160 hours on the job if you have no previous similar work experience.

You have a right to:

- Report safety problems to Cal/OSHA without jeopardizing your job
- Work without facing discrimination and/or sexual harassment
- Refuse to work if the job is dangerous to your life or health
- Join or organize a union

Your responsibilities are to:

- Know and follow all safety rules and instructions
- Use safety equipment and protective clothing when needed
- Look out for the safety of co-workers
- Keep work areas clean and neat
- Know what to do in an emergency
- Report all health and safety hazards to your supervisor

What hours can I work?

Ages 14 and 15

- 7:00 a.m. - 7: 00 p.m. from Labor Day to June 1
- 7:00 a.m. - 9:00 p.m. from June 1 to Labor Day

Maximum hours when school is in session

- No work during school hours
- 18 hours a week
- 3 hours a day on school days
- 8 hours a day on Saturday, Sunday and holidays

Maximum hours when school is not in session

- 8 hours a day on week days
- 8 hours a day on Saturday, Sunday, and holidays

Ages 16 and 17

- 5:00 a.m. – 10:00 p.m. when there is school the next day
- 5:00 a.m. – 12:30 a.m. when there is no school the next day

Maximum hours when school is in session

- 4 hours a day on school days
- 8 hours a day on Saturday, Sunday, and holidays

Maximum hours when school is not in session

- 8 hours a day on week days
- 8 hours a day on Saturday, Sunday, and holidays
- 48 hours a week*

*You will be paid overtime for any hours you work over 40 per week.

Helpful work related Web sites and contacts

The Department of Labor
www.youthrules.dol.gov

UC Berkeley's Labor Occupational Health
www.lohp.org

Cal/OSHA's Industrial Relations Department
1-800-232-4842

Sexual Harassment or Discrimination
Department of Fair Employment and Housing
1-800-884-1684

ROP Information

ROP is the primary source of career and technical training for high school students. Students prepare for advanced training and/or entry-level jobs. Classes are located on high school campuses in Contra Costa County, Albany, Berkeley, Emeryville, and Piedmont. Students earn high school graduation credit and/or college units. Many classes are UC/CSU approved courses.

For more information contact:

Albany, Berkeley, Emeryville, John Swett, Piedmont, & West Contra Costa District

Cookie Teat 510-758-4782

e-mail: cteat@cccoe.k12.ca.us

Antioch, Liberty, and Pittsburg Districts

Theresa Moodie-Banks 925-634-3671

e-mail: tmoodie@cccoe.k12.ca.us

Clayton Valley HS, College Park HS, Concord HS, & San Ramon Valley District

Linda Hanson 925-942-3437

e-mail: lhanson@cccoe.k12.ca.us

Mt. Diablo HS, Northgate HS, Ygnacio Valley HS, Acalanes & Martinez Districts

Christine Curiel 925-942-3436

e-mail: ccuriel@cccoe.k12.ca.us

Contra Costa County Office of Education/ROP
is accredited by Western Association of Schools and Colleges