



Dear Parents/Guardians of YES Participants,

Thank you for supporting your teen in preparing for the job search. The Simi Valley Youth Employment Service provides coaching on application completion, interview preparation and skills, and professionalism in the workplace. In addition, the Youth Employment Service provides job referrals for teens. As a referral service, we do not conduct background investigations on any of the employers that we refer youth to or who post jobs with us.

In order to provide job referrals to your teen, please sign the YES Participant Waiver (release of liability) and ensure your teen brings the signed form to their appointment with the Youth Employment Service. Without a completed form, we will not be able to provide job referrals. Please indicate your approval for your teen to receive commercial employment referrals.

Note: YES does not refer teens to residential employment.

Once your teen has obtained employment, YES has a few recommendations to ensure they are employed in a safe and positive work environment.

- Most important, keep communication open with your teen. Ask them what they do at work, do they like their supervisor, do they like working there, etc. Be aware of responses that may indicate your teen is having problems at work.
- Know the facts. An excellent resource for parents of working teens is UC Berkley's Labor Occupational Health Program. Check out their helpful *Tips for Parents of Working Teens* handout, or visit their website at www.youngworkers.org for information on workplace safety for young workers and warning signs that might indicate your child might be working harmful hours, either too many or too late. Other useful links are www.dir.ca.gov/dlse/ChildLaborPamphlet2000.html to learn more about current California child labor laws and www.dir.ca.gov/DOSH for information on Cal/OSHA's workplace safety and health regulations.
- Introduce yourself to their new employer. It's good practice to communicate with your teen's supervisors during their employment. Help promote a good work ethic, remind your teen not to make or take personal calls or text while on the job; try not to contact your teen during their work hours, unless it is an emergency.
- Make sure your teen's work permit is up-to-date. Work permits must be renewed at the beginning of each school year. Year round, work permit applications can be obtained at your child's home school or at the Simi Valley Unified School District office located at 875 Cochran Street.

Thank you for your cooperation and for supporting your teen's interest in the job search. Please feel free to call me at (805) 522-4473, if you have any questions.

Sincerely,

Kristin Tignac
YES Coordinator