

## Printable Guide for Boston Residents - Landing a Youth Job - v02.25.25

<https://www.boston.gov/departments/youth-employment-and-opportunity/landing-summer-job-or-internship>

### Step 1 - Verify your eligibility

To secure your youth job you must:

- be at least 14 years old by the start of the job
- have completed grade 6 by the start of the job
- be legally permitted to work in the United States (If you aren't check out the [Immigrant Youth Advancement Page](#))

Some opportunities have additional special requirements and most opportunities listed here are limited to full time residents of the City of Boston.

### Step 2 - Complete your Certificate of Health for your Youth Work Permit Application. Only needed if you are under 16 when you start work.

The work permit process has multiple steps, but you can get started by completing your Certificate of Health!

Choose one of the below options:

- Print out the [Massachusetts Youth Work Permit](#) application and have a doctor or nurse practitioner sign it to clear you for work.
- Requesting a school/camp form from your doctor's office with your physician's digital signature. (The document must be less than a year old)

You can complete this step up to a year in advance!

### Step 3 - Start Collecting your onboarding documents

Every program has slightly different requirements but you can be sure that you are going to need:

- A proof of identity and employment authorization to enable your employer to complete the federal I-9 employee verification.  
[Proof of Identity Documents](#)
- Your social security number (you also need to make sure the name on your social security card matches the name you use in your job application).
- A document that proves you are enrolled in school.

### Step 4 - Apply for Jobs/Internships

Find opportunities that appeal to you in [futureBOS](#).

**Applying to three or more jobs and applying early makes you much more likely to get an offer.**

### Step 5 - Contact Employers

When looking for a job ALWAYS BE PROACTIVE!

Call or email contacts at the employer to let them know you submitted an application and are really interested in the position.

Most employers start making hiring decisions February through June. Continue to check back in and apply until applications close at the end of June/beginning of July.

### Step 6 - Interview

Each job and internship may have a different process for interviewing and making offers. Once you have an offer of employment you can move into the next phase: onboarding.

### Step 7 - Get and Accept a Job Offer

**Congratulations, you got an offer!**

- First, accept an offer.
- If you received multiple, choose the one that is right for you and respond to the employer telling them that you accept.
- **Don't forget to decline any other offers that you received, to free the space up for your peers.**

### Step 8-10 - Simplified Youth Work Permit and Onboarding Process for City and YOU Jobs

For jobs with City of Boston departments, once you have an offer, you can complete the entire hiring process in a single visit to our office! Just make sure to bring all the documents in our checklist.

- [Documents Checklist](#)

*\* All City of Boston jobs have "Successlink - City" in the program field on FutureBOS \**

If you are 16-17 print out the [Massachusetts Youth Work Permit Application](#). (If you are 14-15 and have not done this yet please go back to Step 2)

### Step 8 - Get an Employer and Parent/Guardian Signature on Youth Work Permit Application

- If you are 16-17 print out the [Massachusetts Work Permit Application](#). (If you are 14-15 and have not done this yet please go back to Step 2).
- Bring it to your employer and have them fill out the Promise of Employment section.
- Afterwards you and your parent or legal guardian must also sign the document.

[View all youth work permit steps](#)

### Step 9 - Submit Youth Permit Application and Get Youth Work Permit ONLY needed if you will be under 18 when you start work

- Your school guidance counselor (if you attend Public Charter or Boston Public Schools)

- Your PIC Career Specialist
- The YEO office

The following are the necessary documents

- Your work permit application with all required signatures (including the doctor's signature for those age 14 and 15).
- A document that proves your age. This can be a birth certificate, passport or immigration document. **If you have trouble locating one of these documents and you were born in the City of Boston, YEO can help you get a birth certificate for free.**
- For 15-16 year olds - a document that proves you are enrolled in school.
- For 16-17 year olds - a document that proves you have completed the sixth grade.

[View all youth work permit steps](#)

### Step 10 - Onboarding Steps with Employer

Every employer has slightly different requirements for onboarding to your job. However all employers require you to provide:

- If you are under 18 - A [youth work permit](#) for the specific job, issued within the previous year.
- Documents that establish your identity and your employment authorization, this will enable your employer to complete the federal I-9 employee verification. For most employers this must be done in person. [Here is the list of documents that can serve these purposes.](#)

Get on this last step as soon as you accept a job because you can't start work until you complete onboarding.

### Step 11 - Get Ready to Work

Your employer will contact you by email or phone when you are cleared to start work. You should wait until you hear from your employer that onboarding is complete before you start working.

If you don't have a bank account, now is a great time to open one! Depositing your earnings into an account will help you avoid wasting your money on check cashing fees. For more info about opening a bank account [check out this FAQ](#).

[View all youth work permit steps](#)

### Need Support?

If all this feels intimidating, **DON'T PANIC!** There are paid professionals whose **JOB** is to help. If you are a BPS high school student, the best place to start is with your **in-school career specialist**.

[Find the Specialist Assigned to Your School](#)

If you have questions about SuccessLink, work permits, onboarding documents, or you don't go to BPS please call, email or visit the Boston Youth Employment and Opportunities office.

# Jayson T. Student

2300 Washington Street, Apt. 4 | Boston, MA 02121

Mobile: 617-333-3333

[myprofessionalemail@bostonk12.org](mailto:myprofessionalemail@bostonk12.org)

## EDUCATION

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**Your full school's name** | Boston, MA

Class of 2026

Pathway, vocation or College Prep can be added here) Medical Assisting, Film, Technology, etc.

## SKILLS

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**Computer:** Microsoft Word/Excel/PowerPoint, Google Docs, Slides or Sheets, Java, Coding, Repair

**Language:** Bilingual/Conversational in Spanish, Haitian Creole, Cape Verde Creole, Mandarin, etc.

**Personal:** Creative, Flexible, Strong oral and presentation skills, Detailed oriented

## WORK EXPERIENCE *(list multiple experiences in reverse chronological order)*

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**Company Name** | City, State

Month/Year – Month/Year

*Title*

- [always list your experience with bullets for easy reading]
- [start the with an action verb if possible]
- [make sure you use the right tense for your action verb whether current tense or past tense]
- [always show your accomplishments in your responsibilities]
- [always use numbers as part of your achievements; i.e. installed 50 computers]

## VOLUNTEER EXPERIENCE *(if you have multiple experiences, simply list name, location and date in reverse chronological order)*

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**Organization Name** | City, State

Month/Year – Month/Year

- [always list your experience with bullets for easy reading]
- [start the with an action verb if possible]
- [make sure you use the right tense for your action verb whether current tense or past tense]
- [always show your accomplishments in your responsibilities]
- [always use numbers as part of your achievements; i.e. installed 50 computers]

## AWARDS & ACHIEVEMENTS

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- Honor Roll & or Honor Society Member Month/Year – Month/Year
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## INTERESTS & ACTIVITIES

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- Boston Public School Football Team Month/Year – Month/Year
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