



Employment Programs / YOUTHWORKS
Frequently Asked Questions

YouthWorks

2180 Milvia Street, 2nd Floor

Berkeley, CA 94704

Office Number: (510) 981-4970

Office Hours: Monday to Friday, 8:00am to 5:00pm

Q: Who can participate?

A: Youth residing in Berkeley (verification will be required during the application process).

Q: What ages are eligible for YouthWorks?

A: 14 to 25 years old.

Q: Are there special work restrictions for youth?

A: YouthWorks adheres to the CA Division of Labor Standards pertaining to Child Labor Laws. For more information, please visit the following webpage: <http://www.dir.ca.gov/dLSE/dlse.html>

Q: When can I apply for a job?

A: Ages 14-17 may apply when the application period is open. Normally, that is approximately 3 months before each session starts (Winter and Summer). Youth must be at least 14 years of age at the time of application. Youth ages 18-25 can apply throughout the year. Please check the program website for updated application periods.

Q: How do I apply?

A: Go to our website (<https://tinyurl.com/COB-youthworks-app>) and click on the apply link to get started. For additional help, go to this website for a detailed guide on how to complete the online job application successfully: https://www.cityofberkeley.info/uploadedFiles/Housing/Level_3_-_General/YouthWorksApplicationGuide-10-22.pdf

Q: What is the pay rate for youth in this program?

A: As of March 2022, the pay rate for youth in this program is \$16.32/hour. Please check the City's Minimum Wage Ordinance for schedule of future wage increases.

Q: Can you mail or email an application to me, or can my mom/dad/guardian pick it up for me?

A: The application for Youth Enrollee Intern is available online at: <https://tinyurl.com/COB-youthworks-app>

Q: Do I need a work permit? If so, where do I get it?

A: If you are under 18 years old and are a YouthWorks participant, we will assist you in attaining a work permit. If you are not a YouthWorks participant, and you are hired for a job, you must pick up your work



permit form from the school district in which you live, take it to the employer to complete, obtain parent/guardian signature, and return to the school district.

Q: Can I get a copy of my application?

A: Your application will be retained in your www.governmentjobs.com account online and you may access it from there to view only. (*Note: Once the application is submitted, it cannot be changed.*)

Q: Are extra documents required in order for my application to be complete?

A: If you are selected, then the following original documents must be presented to YouthWorks staff at a date to be selected by staff:

- Must show a proper valid ID (**not** expired)
- Must show your physical Social Security card or proof of request to Social Services Agency for copy of Social Security Card in person (card **must** be signed by applicant)
- Must show acceptable proof of residency within the City of Berkeley
- Most recent report card/progress report (Winter session only)

Extenuating circumstances will be determined on a case-by-case basis.

Q: What are the next steps after completing the online application?

A: Accepted applicants will be informed about the next meetings and workshops via the email address provided in the application.

Q: Will I be able to use this application to apply for YouthWorks or other City jobs?

A: Yes. After you complete your basic job profile, the information is saved and stored for use when you are applying for YouthWorks or other government sector jobs.