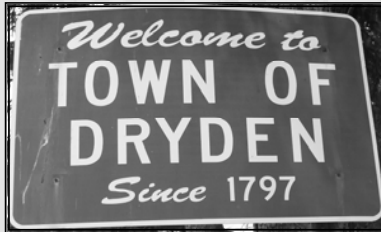


the Dryden Youth
"O.M.G.I.D.K.H.T.G.A.J."
handbook

(THE "OH MY GOSH, I DON'T KNOW HOW TO
GET A JOB" HANDBOOK)



**A teen employment guide
designed to help teenagers in the
Dryden area find a job**

**Brought to you by the youth of the "Pay It Forward"
program of Dryden Youth Services, made possible by the
DRYDEN YOUTH COMMISSION
and a grant from the
Tompkins County Youth Services Dept.**

This handbook was compiled in Spring, 2008

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...Now, let's go get a job!

1. So, you want to GET A JOB

There are lots of steps that you must go through to get a job. Since this is probably your first job, let's walk through these steps:

1.) **Find a job:** You want to find a job that you are interested in, and that you are allowed to do. Look for help wanted signs and posters, ask around, and look through this booklet.

2.) **Get your papers in order:** There are a lot of important documents you need to have before someone will hire you. You must have a Social Security Card, your Working Papers, and an Identification Card. Having a résumé is good, too.

3.) **Application & Interview:** Most places will ask you to fill out an application. Be sure you do this neatly and thoroughly...meaning you answer all of the questions they ask. The interview is also important; see page 4 for more info.

4.) **Follow up:** Let the employer know that you are serious about the job by asking questions and letting them know you will check back with them in a couple of weeks.

2. Working Papers

An employment certificate, often called Working Papers, is required for people under the age of 18 before they may begin working.

Luckily, it is not too hard to get Working Papers, which is a little colored piece of card-like paper with your name and information on it, signed by a school nurse.

To get your Working Papers:

- Get an application from the school office (if you do not attend school, use the office of the school nearest to you.)
- You must get a certificate from your doctor showing you have had a physical.
- You must prove your age (for example, with your birth certificate.)
- You must have your parent or guardian sign the application.

NOTE: Get this done during the school year, when the nurse is there!!!

3. Identification Card

Employers will also require that you have some form of picture ID, to prove that you are **you who say you are** and to show you are **allowed to work in the U.S.** For info on what types of ID you need, see <http://www.uscis.gov/files/form/I-9.pdf>

If you are in public school, your **School Identification Card** would be fine. If you don't have a school ID, you could use a **U.S. passport**, or you could request a picture **ID from the Sheriff's Department**. The needed form is found at: <http://web.tompkins-co.org/sheriff/admin/files/ID%20Card.pdf> or you can call 257-1345. There is a fee for a Sheriff's ID of \$15.

4. Social Security Card

You will also need to give your future employer your Social Security number or a photocopy of your Social Security Card, so they can set up your tax information.

If you do not have your Social Security card, ask your parents or guardians.



5. The Application

This is a very important part of the process, so fill out the application carefully, completely, and neatly! Write your answers on a blank piece of paper first and then copy them onto the application. They will ask for 'previous work experience.' Since you are young and this may be your first job, it's okay to mention babysitting, leaf-raking, and helping neighbors. They will also ask for references (people who know you well.) Instead of friends or parents, use a teacher, a coach, or a neighbor you have helped. Finally, ask before using someone as a reference, so they will be expecting the job to call.

6. Your Résumé

A résumé is a document that outlines your skills and experience so an employer can see, at a glance, how you can contribute to the employer's workplace. It is a written presentation of why you are the right person for a particular job.

Most jobs you will apply for as a teenager will probably not require a résumé. However, it is still a good thing to start thinking about, since it will help you identify your skills and experiences, feel good about your self, and may impress your employers.

7. The Interview

Almost all jobs involve an interview before you can be hired. This means sitting down across from a person or a group of people from the job who will ask you questions to try to figure out if you are a good match with the job. Be CLEAN, well-dressed (don't wear a T-shirt with words on it or hat), and respectful!! Prepare for your interview. Learn about the details of the job, think of why you are a good fit with the job, and even think of questions to ask the employer. Although it may be hard, **stay calm!** Practice ahead of time with a friend.

From the "Jobland" site of Tompkins County Work Force New York:

Tell me about yourself.

The interviewer is really interested in how your background relates to the position. Give a very brief personal statement. Then discuss how your skills and experiences relate to the position.

Why are you interested in this position and our company?

Tell the truth. The job is one you enjoy doing. Say positive things about the organization too.

How does your experience relate to the job we are offering?

Present your skills through your job and life experiences. Mention any specific skills you have that will help you do the job. Include your strongest skills.

What are your major strengths?

Answer this question by emphasizing your adaptive skills.

What are your major weaknesses?

Stress the positive. For example: I am very concerned about meeting deadlines, so I try to get everything done well in advance. Practice by listing three weaknesses and writing responses to make them positive.

What are your plans for the future?

The interviewer wants to know how the job fits into your future.

8. More Info

While this handbook offers you a lot of information, there are some other sources of information about how to get a job, what laws apply to young workers, and more that you can check out, too.

- **NYS Dept. of Labor.** It's a good resource on employment rules. Find it online at:

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.shtm>

- **Tompkins Workforce New York** in Ithaca at 272-7570 extension 119 or online at:

<http://www.tompkinsworkforceny.org/youth.htm>

- "Jobland," a cool, helpful site **made by youth** is at:

<http://www.tompkinsworkforceny.org/youth/index.htm>

- Some people who meet income or other guidelines are eligible for help through **Job LINK**, at 272-7570 extension 129.

- Finally, this guide is also available online on the **Dryden Youth Commission** website, at:

<http://www.dryden.ny.us/youth.html>

The Jobs!!!

The rest of this handbook is designed to let you know about and get you the details about some job opportunities around Dryden that may be open for young people. They are listed alphabetically, though they are also divided into Dryden jobs and mall jobs.

Remember, this is just the basic info...if you are interested in one of these jobs, you should get in touch with them and learn more about the opportunity. The first thing to do is to call them to see if they are currently hiring.

Also, look for something that you will enjoy

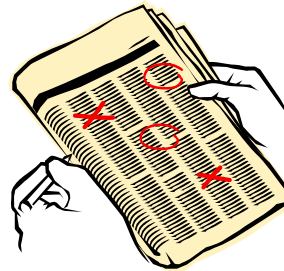
doing...this will make it more likely that you will have a good experience.

Finally, when you contact employers, and when you go to work, be

- **Confident**

7 - **Responsible**

- **Respectful**



The Jobs!!!

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Place name: 1st National Bank Of Dryden		Location: Dryden (7 W. Main St.)	Phone #: 844-8141
Age range: 16 and up	Starting pay: minimum wage	Dress code: business	Average hrs/week, 15 - 20 hours Work on holidays? no
Open Positions (What you'd be doing): teller, and helping out with other responsibilities			
Skills or qualifications needed: good at math, computer skills			
What are some of the workplaces rules? be neat, on time, friendly			
How do I apply? call or walk in			
Contact person: Sandra Prugh			

Place name: A1 Restaurant		Location: Dryden (151 North St.)	Phone #: 844-4466
Age range: 17 and up	Starting pay: minimum wage	Dress code: uniform	Average hrs/week, 10-15 Work on holidays? some
Open Positions (What you'd be doing): washing dishes, bussing dishes (clearing tables), hostessing (greeting customers and seating them)			
Skills or qualifications needed: be respectful, responsible and good at talking with customers			
What are some of the workplaces rules? be nice, don't swear, follow the dress code			
How do I apply? call or walk in			
Contact person: Brittany Mellbug			

Place name: Amazing Grace Bed and Breakfast		Location: Ellis Hollow (136 Hunt Hill)	Phone #: 539-1163
Age range: 14 and up	Starting pay: \$8.00/hr	Dress code: reasonable clothing	Average hrs/week, flexible Work on holidays? no
Open Positions (What you'd be doing): <ul style="list-style-type: none"> • garden work and grounds keeping, mowing lawns, etc. • or housekeeping, making beds, arranging flowers, washing dishes 			
Skills or qualifications needed: be able to get there, be a good worker			
What are some of the workplaces rules? no smoking, be conscientious			
How do I apply? call			
Contact person: Elisha Alexander			

Place name: Avinet		Location: Dryden	Phone #: 844-3277
Age range: 16 and up	Starting pay: varies	Dress code: business casual	Average hrs/week, varies Work on holidays? no
Open Positions (What you'd be doing): packing products, filing documents, various miscellaneous tasks			
Skills or qualifications needed: none			
What are some of the workplaces rules? check with supervisor			
How do I apply? call			
Contact person: Mary Beth Wright			

Place name: Bailey Insurance Agency		Location: Dryden (5 South St.)	Phone #: 844-8626
Age range: 16 and up	Starting pay: varies	Dress code: business attire	Average hrs/week, 37.5 hours Work on holidays? some
Open Positions (What you'd be doing): filing documents, working with mail			
Skills or qualifications needed: computer skills			
What are some of the workplaces rules? many; check with supervisor for details			
How do I apply? call			
Contact person: Hope			

Place name: Clark's ShurSave		Location: Dryden (33 North St.)	Phone #: 844-4251
Age range: 16 and up	Starting pay: minimum wage	Dress code: uniform	Average hrs/week, 20 hours Work on holidays? yes
Open Positions (What you'd be doing): stocking shelves, cleaning the store, cashier			
Skills or qualifications needed: have or be working on a high school education			
What are some of the workplaces rules? be polite			
How do I apply? call or walk in			
Contact person: Kristen Clark			

Place name: Dryden Barber Shop		Location: Dryden (44 W. Main St.)	Phone #: 844-9353
Age range: 16 and up	Starting pay: 75% of your revenue*	Dress code: no jeans, professional looking	Average hrs/week, 40 hours Work on holidays? no
Open Positions (What you'd be doing): apprentice barber * the pay is based on how much you make; you get 75% and the shop gets 25%			
Skills or qualifications needed: barber training or other barber education			
What are some of the workplaces rules? no swearing, must have good hygiene, must be respectful, must have fun			
How do I apply? call or walk in			
Contact person: Sylvia Short			

Place name: Dryden Community Café		Location: Dryden (1 W. Main St)	Phone #: 844-1500
Age range: 14 and up	Starting pay: Volunteer only (for now)	Dress code: reasonable clothes	Average hrs/week, varies Work on holidays? some
Open Positions (What you'd be doing): serving ice-cream, helping customers, doing other tasks as needed			
Skills or qualifications needed: be personable and interested in helping out this great community effort			
What are some of the workplaces rules? check with supervisor			
How do I apply? call, walk in, or download a volunteer form at: http://drydencafe.org/volunteer.html			
Contact person: Kim Schenck			

Place name: Environmental Associates		Location: Varna (24 Oak Brook Dr.)	Phone #: 272-8902
Age range: 16 and up	Starting pay: minimum wage	Dress code: none	Average hrs/week, maybe 20 Work on holidays? no
Open Positions (What you'd be doing): shipping, filing papers, washing dishes			
Skills or qualifications needed: computer and phone skills			
What are some of the workplaces rules? be on time			
How do I apply? call			
Contact person: Susan Boutros			

Place name: Family Dollar		Location: Dryden (12 Freeville Rd.)	Phone #: 844-9304
Age range: 16 and up	Starting pay: minimum wage	Dress code: jeans, uniform shirt	Average hrs/week, 30 hours Work on holidays? yes
Open Positions (What you'd be doing): cashier			
Skills or qualifications needed: making change, running register, interacting well with customers			
What are some of the workplaces rules? normal workplace rules apply			
How do I apply? call or walk in			
Contact person: Kevin Alexander			

Place name: Finger Lakes Fresh		Location: 10 Pinckney Rd (near NYSEG)	Phone #: 347-6767 or 272-8990
Age range: 16 and up	Starting pay: varies	Dress code: reasonable clothing	Average hrs/week, flexible Work on holidays? no
Open Positions (What you'd be doing): helping to plant, harvest, and package lettuce and other greens			
Skills or qualifications needed: be able to get there, be a good worker			
What are some of the workplaces rules? check with supervisor			
How do I apply? call Challenge Industries (272-8990)			
Contact person: Melissa Chuisano (272-8990 extension 125)			

Place name: Kinney Drugs #82		Location: Dryden (44 North St.)	Phone #: 844-8273
Age range: 17 and up	Starting pay: minimum wage	Dress code: uniform	Average hrs/week, 10-15 hours Work on holidays? yes
Open Positions (What you'd be doing): store clerk (cashier, helping customers, stocking shelves, cleaning)			
Skills or qualifications needed: basic math			
What are some of the workplaces rules? must work your scheduled hours			
How do I apply? call or walk in			
Contact person: Rodd M. O'Hara			

Place name: Ludgate Farms		Location: 1552 Hanshaw Rd.	Phone #: 257-1765
Age range: 17 and up	Starting pay: minimum wage	Dress code: none	Average hrs/week, 25 hours Work on holidays? yes
Open Positions (What you'd be doing): stocking produce, bulk, groceries; cashier			
Skills or qualifications needed: be patient, personable, know your fruits and veggies			
What are some of the workplaces rules? listen to the bell, listen to the boss			
How do I apply? call or walk in			
Contact person: Linda Ludgate			

Place name: McDonald's		Location: Dryden (59 North St.)	Phone #: 844-3960
Age range: 16 and up	Starting pay: minimum wage	Dress code: uniform (provided), non-slip dark shoes	Average hrs/week, 25-40 hours Work on holidays? possibly
Open Positions (What you'd be doing): customer service at the counter or the drive-through, preparing food, etc.			
Skills or qualifications needed: they will provide training, including a computer-based interactive training program			
What are some of the workplaces rules? there is a handbook provided to you at the time of hire			
How do I apply? walk in to get an application, or go online, or email dee123sober@yahoo.com			
Contact person: Dolores Sober or any on-duty manager			

Place name: RPM Ecosystems		Location: Dryden (on Rt. 13)	Phone #: 844-9590
Age range: 17 and up	Starting pay: \$8.00/hr	Dress code: reasonable clothing	Average hrs/week, varies Work on holidays? no
Open Positions (What you'd be doing): transplanting and watering seedlings			
Skills or qualifications needed: be able to lift 25 pounds, have good attention to detail, excellent fine motor skills, reliable transportation and be 17 years old by your hire date			
What are some of the workplaces rules? check with supervisor			
How do I apply? call or email			
Contact person: info@rpmecosystems.com or call Allison at 844-9590 extension 221			

Place name: SPCA of Tompkins County		Location: Dryden (1640 Hanshaw Rd.)	Phone #: 257-1822
Age range: 14-15 (w/ parents) 16 and up (alone)	Starting pay: volunteer only	Dress code: closed-toed shoes, long pants, not in-appropriate	Average hrs/week, varies Work on holidays? no
Open Positions (What you'd be doing): socializing cats, walking dogs and teaching them basic manners, being a kennel attendant (feeding animals, cleaning cages, etc.)			
Skills or qualifications needed: previous experience with animals is a plus, ability to work well with some high energy dogs and stray cats			
What are some of the workplaces rules? respect the dress code, be respectful to the animals, the staff, and the visitors			
How do I apply? call or go online: http://www.spcasonline.com/docs/volunteer.pdf or get an application in the lobby			
Contact person: Chris Engler, volunteer manager (extension 247)			

Place name: Shear Visions		Location: Dryden (25 W. Main St.)	Phone #: 844-8752
Age range: 18 and up	Starting pay: minimum wage	Dress code: profes- sional	Average hrs/week, 20-25 hours Work on holidays? no
Open Positions (What you'd be doing): receptionist			
Skills or qualifications needed: beauty school experience and success on beauty school exam, good phone skills, good organizational skills			
What are some of the workplaces rules? no swearing, must be respectful, treat customers well			
How do I apply? call or walk in			
Contact person: Diana Madigan			

Place name: Southworth Library		Location: Dryden (24 W. Main St.)	Phone #: 844-4782
Age range: 14 and up	Starting pay: minimum wage	Dress code: informal	Average hrs/week, 10-20 hours Work on holidays? some
Open Positions (What you'd be doing): planning and running evening enrichment programs for children, shelving books and other library responsibilities			
Skills or qualifications needed: attention to detail, people skills, good communication skills			
What are some of the workplaces rules? be conscientious and responsibility, no swearing, no socializing with friends			
How do I apply? call or walk in			
Contact person: Diane Pamel			

Place name: Subway		Location: Dryden (11 Ellis Drive)	Phone #: 844-9000
Age range: 15 and up	Starting pay: minimum wage	Dress code: black pants and uniform	Average hrs/week, 20 hours Work on holidays? some
Open Positions (What you'd be doing): washing dishes and cleaning and other custodial duties			
Skills or qualifications needed: none			
What are some of the workplaces rules? no cell phones, no sitting down, must work well with others, no gossiping			
How do I apply? call or walk in			
Contact person: Barb Hoyt			

Place name: The Antlers Restaurant		Location: Rt. 366 (1159 Dryden Rd.)	Phone #: 273-9725
Age range: 14 and up	Starting pay: \$8.00/hr	Dress code: none	Average hrs/week, 5-10 hours Work on holidays? some
Open Positions (What you'd be doing): dishwashing, prep work (working in the kitchen preparing ingredients and assisting the cooks)			
Skills or qualifications needed: able to use a knife safely			
What are some of the workplaces rules? basic workplace rules apply			
How do I apply? call			
Contact person: Bill or Tony			

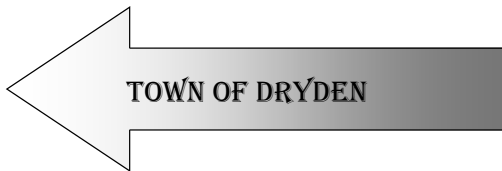
Place name: Todi's Pizza		Location: Dryden (22 W. Main St.)	Phone #: 844-4343
Age range: 18	Starting pay: minimum wage	Dress code: casual	Average hrs/week, 10 hours Work on holidays? no
Open Positions (What you'd be doing): dishwasher and pizza maker			
Skills or qualifications needed: none			
What are some of the workplaces rules? no swearing			
How do I apply? call or walk in			
Contact person: Tim or Kim			

Place name: Town of Dryden		Location: Montgomery Park	Phone #: 844-8888 extension 4
Age range: 17 and up	Starting pay: \$8.00/hr	Dress code: closed-toed shoes	Average hrs/week, 16 hours Work on holidays? some
Open Positions (What you'd be doing): supervise the town skate park, 4pm-8pm, Wednesday-Saturday (set up and put away the ramps, help kids who come to skate, watch over the area)			
Skills or qualifications needed: able to move heavy equipment, enthusiastic about skating, motivated, able to interact well with others, able to facilitate a safe environment			
What are some of the workplaces rules? be respectful and make good decisions			
How do I apply? call			
Contact person: Melissa Bianconi			

Place name: Treeforms		Location: corner of Rt.s 13 and 366	Phone #: 272-2913
Age range: 16 and up	Starting pay: minimum wage	Dress code: neat, casual, no baggy pants	Average hrs/week, 5-25 hours Work on holidays? yes
Open Positions (What you'd be doing): furniture assembly, lifting, moving, delivery assistant, helping with sales and answering the phone			
Skills or qualifications needed: be able to converse with customers, be helpful, nice, pleasant with good manners, courteous, careful attention to detail, be on time for work			
What are some of the workplaces rules? no smoking on the grounds, no cell phone talking, be sure to keep busy and show up when scheduled			
How do I apply? call or stop in			
Contact person: Nanci or MaryAnne			

Place name: Village of Dryden		Location: Dryden (16 South St.)	Phone #: 844-8122
Age range: 17 and up	Starting pay: minimum wage	Dress code: neat	Average hrs/week, 30 hours Work on holidays? no
Open Positions (What you'd be doing): watering plants, cleaning sidewalks, mulching, and other village beautification activities			
Skills or qualifications needed: none			
What are some of the workplaces rules? be on time			
How do I apply? call			
Contact person: Debra Marrotte			

Place name: Village of Freeville		Location: Freeville (5 Factory St.)	Phone #: 844-8301
Age range: 14-20	Starting pay: minimum wage or a stipend	Dress code: T-shirt, jeans or shorts, sneakers	Average hrs/week, 30 hours Work on holidays? no
Open Positions (What you'd be doing): CIT (counselor in training) [AGE 14-15]: be paired with a counselor to assist running summer camp activities. Junior Counselor [AGE 16-17] Senior Counselor [AGE 18-20]			
Skills or qualifications needed: previous volunteer experience is a plus (helping neighbors, etc.), babysitting, knowing what you want to get out of the job			
What are some of the workplaces rules? be on time, dressed appropriately (no revealing clothing), no cell phone talking, be respectful of others			
How do I apply? call or walk in			
Contact person: Call the Village Clerk, Village of Freeville			



All of the places listed so far are in or very near to the Town of Dryden

We know that some Dryden teens work at the mall, so we've decided to include some businesses from there, too. Don't forget, you can take the bus

**Plan your trip at
<http://tcat.nextinsight.com/>**



Place name: Auntie Ann's Hand-rolled Soft Pretzels		Location: The Shops at Ithaca Mall	Phone #: 257-2241
Age range: 16 and up	Starting pay: minimum wage	Dress code: uniform	Average hrs/week, variable Work on holidays? no
Open Positions (What you'd be doing): food service (serving customers, working cash register, etc.)			
Skills or qualifications needed: personable			
What are some of the workplaces rules? check with supervisor			
How do I apply? come in or call			
Contact person: Bethany Minick			

Place name: Best Buy		Location: The Shops at Ithaca Mall	Phone #: 257-6824
Age range: 16 and up	Starting pay: minimum wage	Dress code: Best Buy uniform	Average hrs/week, varies Work on holidays? yes
Open Positions (What you'd be doing): media, registers			
Skills or qualifications needed: personable, computer skills, know appliances			
What are some of the workplaces rules? customer comes FIRST			
How do I apply? Bestbuy.com scroll down to careers			
Contact person: come in or go to bestbuy.com			

Place name: CJ Banks		Location: The Shops at Ithaca Mall	Phone #: 257-8057
Age range: 16 and up	Starting pay: minimum wage	Dress code: "fashion for- ward" (ask manager)	Average hrs/week, 4-12 hours Work on holidays? no
Open Positions (What you'd be doing): selling clothes, working the steamer			
Skills or qualifications needed: computer skills, personable			
What are some of the workplaces rules? manager on grounds at all times, no drugs/alcohol, other basic rules			
How do I apply? come in			
Contact person: ask for Lisa			

Place name: Finish Line		Location: The Shops at Ithaca Mall	Phone #: 266-7458
Age range: 16 and up	Starting pay: \$7.50	Dress code: khaki pants, t-shirt	Average hrs/week, starts at 15 Work on holidays? no
Open Positions (What you'd be doing): selling shoes, helping customers			
Skills or qualifications needed: computer skills (they will provide training)			
What are some of the workplaces rules? no cursing			
How do I apply? go online: http://www.finishline.com/store/corporate_info/employment.jsp			
Contact person: go online			

Place name: Foot Locker		Location: The Shops at Ithaca Mall	Phone #: 257-1865
Age range: 16 and up	Starting pay: minimum wage	Dress code: uniform	Average hrs/week, less than 16 Work on holidays? no
Open Positions (What you'd be doing): stocking shelves with shoes and other footwear products, assisting customers			
Skills or qualifications needed: no special skills			
What are some of the workplaces rules? normal workplace rules apply			
How do I apply? call or walk in			
Contact person: Shawn			

Place name: Gertrude Hawk Chocolate		Location: The Shops at Ithaca Mall	Phone #: 257-0911
Age range: 15 and up	Starting pay: minimum wage	Dress code: khaki shorts, long hair tied up	Average hrs/week, less than 12 Work on holidays? no
Open Positions (What you'd be doing): stocking shelves and offering free samples to customers			
Skills or qualifications needed: outgoing, friendly, clean, personable			
What are some of the workplaces rules? be on time, put the customer first, no sitting, no chewing gum			
How do I apply? call or walk in			
Contact person: Tamara Strauf			

Place name: Old Navy		Location: The Shops at Ithaca Mall	Phone #: 257-8412
Age range: 16 and up	Starting pay: minimum wage	Dress code: no open-toed shoes	Average hrs/week, 15-20 hours Work on holidays? possibly
Open Positions (What you'd be doing): customer service (helping with customers), keeping displays neat			
Skills or qualifications needed: be personable			
What are some of the workplaces rules? no cell phones			
How do I apply? visit the store or go to www.gapinc.com/storejobs			
Contact person: N/A			

Place name: Pacific Sunwear		Location: The Shops at Ithaca Mall	Phone #: 257-5368
Age range: 16 and up	Starting pay: varies	Dress code: no clothing from their competitors	Average hrs/week, varies Work on holidays? possibly
Open Positions (What you'd be doing): helping customers with their sales, folding clothes, keeping the displays neat			
Skills or qualifications needed: be friendly and organized			
What are some of the workplaces rules? normal workplace rules apply			
How do I apply? call			
Contact person: Sarah			

Place name: Pampered Pets		Location: The Shops at Ithaca Mall	Phone #: 257-5063
Age range: 16 and up	Starting pay: minimum wage	Dress code: T-shirt (no logos), jeans, sneakers	Average hrs/week, 12-15 hours Work on holidays? possibly
Open Positions (What you'd be doing): sales, cashiering, store maintenance			
Skills or qualifications needed: able to work the cash register, some experience with animals			
What are some of the workplaces rules? be on time, follow the dress code			
How do I apply? call			
Contact person: Gene Chreib			

Place name: Regal Cinemas in Ithaca		Location: The Shops at Ithaca Mall	Phone #: 266-7960
Age range: 16 and up	Starting pay: minimum wage	Dress code: uniform top black bottoms	Average hrs/week, variable Work on holidays? yes
Open Positions (What you'd be doing): concession, door person, usher			
Skills or qualifications needed: none			
What are some of the workplaces rules? too many to list			
How do I apply? come in always looking for new help			
Contact person: N/A			

Place name: Sears		Location: The Shops at Ithaca Mall	Phone #: 266-6111
Age range: 16 and up	Starting pay: minimum wage	Dress code: black pants, white top	Average hrs/week, 10-15 hours Work on holidays? possibly
Open Positions (What you'd be doing): you could work in the area of the store that interested you the most (for instance, cashiering, lawn + garden area), helping customers, keeping displays neat, cleaning, etc.			
Skills or qualifications needed: be personable, it is very important to have a good attitude			
What are some of the workplaces rules? no cell phones			
How do I apply? call			
Contact person: Brenda Cooper			

Place name: The Shoe Department		Location: The Shops at Ithaca Mall	Phone #: 257-1496
Age range: 16 and up	Starting pay: varies	Dress code: slacks, shoes, no T-shirts	Average hrs/week, 14-20 hours Work on holidays? no
Open Positions (What you'd be doing): helping customers with their sales, keeping the displays neat, cleaning			
Skills or qualifications needed: be friendly and personable			
What are some of the workplaces rules? no cell phones, must follow the dress code			
How do I apply? call			
Contact person: Susan			

We were unable to get in touch with some local businesses. Also, the following businesses were contacted, but do not generally hire teenagers at this time :

AAA Travel	Piercing Pagoda
Aerpostal	Pro-Lawn
Agway	Radioshack
Arnold's Flowers	Regis Salon
Autoworks	Ritz Camera
Bath & Bodyworks	Shickel Construction
Bell's Auto Care	Seneca Supply
Besemer Hill Greenhouse	Song Tao Restaurant
Brookside Berry Farm	Spencer Gifts
Claire's	Stevens Heritage furniture
Cotterill Agency	Stone Travel
Crown Construction	The Orchid Place
Dick's Sporting Goods	The Phoenix Books
Dryden Family Medicine	The Planstman
Dryden Hotel	Thomas Farm B+B
Dryden Lawn & Recreation	Vanguard Printing
Farmer's Choice Blueberries	
Fingerlakes Stone	
Friendly's	
Foxglove B+B	
Gamestop	
Gap	
GNC	
Hallmark	
Holy Smoke Stove	
JB Robinson Jewelers	
Kay Jewelers	
Kelviden Farm	
Kirklands	
Klein's Archery	
Lilley's Tack & Feed	
Locke Wood Interiors	
Perrywinkles	
Petsmart	

Notes...

Place name:	
Date I contacted them:	
Application in?: yes / no	Date of interview :
Notes:	
Follow up needed:	

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Place name:	
Date I contacted them:	
Application in?: yes / no	Date of interview :
Notes:	
Follow up needed:	

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Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:

Date I contacted them:

Application in?:
yes / no

Date of interview :

Notes:

Follow up needed:

Place name:	
Date I contacted them:	
Application in?: yes / no	Date of interview :
Notes:	
Follow up needed:	

This teen employment guide was brought to you by the youth participants in the “Pay It Forward” after-school program of Dryden Youth Services, a program made possible by the Dryden Youth Commission.

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