



WAZE TO ADULTHOOD

EMPLOYMENT CHECKLIST

FOR STUDENTS (AGES 14-22) WITH DISABILITIES



Getting a job is an exciting experience that takes planning. There are important documents you may need before you can get a job. There are skills you will need to prepare you for employment, and actions that you may need to take to be successful. This checklist can help you prepare for employment. This list below does not include every item needed and some of these may not apply to you since your employment goals are unique to you.

DOCUMENTS I NEED TO BE ABLE TO WORK	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
A state-issued photo ID				
An employment certificate/work permit if you are between 14 and 16 years old				
Employment forms that your employer gave you to complete—like tax forms, emergency contact forms, and employment eligibility forms				
A social security number or a green card (if you are not a U.S. citizen)				

A LITTLE MORE TO KNOW ABOUT WORK PERMITS

In general, 14- and 15-year-olds:

- Must have an employment certificate/work permit;
- Have limits on hours they can work, and;
- Cannot work in certain jobs considered unhealthy, unwholesome, or dangerous.

The Virginia Department of Labor and Industry has an online employment certificate/work permit process. Youth no longer need to apply for an employment certificate at their school but can apply [online](#) here. Youth under the age of 16 must have an employment certificate/work permit before their first day of employment unless they are:

- working for their parents or in the home of others;
- working on a farm, garden, or orchard;
- performing or acting (note: the employer must obtain theatrical permits from the Department of Labor and Industry);
- working as a page/clerk for the VA General Assembly; or
- doing volunteer work.

You can learn more about laws and rules around being a teen and working on [this Commonwealth of Virginia website](#). This website is designed for teens and includes information on vacation work certificates, work-training certificates, and age certificates as well.

THINGS I MAY NEED WHEN APPLYING FOR A JOB	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
A resume, including previous jobs, industry credentials, work-based learning experiences, volunteer work, and skills				
At least three references (names and contact information of individuals that you have talked to about providing a recommendation for you)				
A completed job application				
Your high school or college transcript (usually needed only on your first job)				

THINGS I MAY NEED FOR A JOB INTERVIEW	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
Your resume to give to the person interviewing you				
Work samples if appropriate (<i>for example if you are going to work as a graphic artist or a writer</i>)				
A transition portfolio (<i>in case you want to share other information with an employer like your Academic and Career Plan, transition assessments, etc.</i>)				
A list of accommodations that you may need to be successful on the job (<i>an employer can only ask about specific accommodations after they offer you the job</i>)				
The name and contact information for your vocational rehabilitation counselor if you have one				
A list of questions you want to ask the employer about the job or the company (<i>make sure you have researched the company</i>)				
Clean, appropriate clothing for an interview (<i>for example no jeans, tee shirts, torn clothing, low necklines, etc.</i>)				
Appropriate personal appearance (<i>trimmed beard, combed hair, brushed teeth, deodorant, light make-up, etc.</i>)				

WHAT IS A RESUME?

A resume is a one-page document that shares information about you. Most of the time people give a printed copy of their resume to the person taking their application or the person who is interviewing them. A resume can include information on your education (including important classes you have taken), jobs you have had, volunteer work you have done, clubs or activities you are involved with, skills you have, and any achievements or awards you have received. Make sure to include your name and your contact information at the top of your resume as well. On your resume, include a short list of people who can provide a reference for what type of worker you are. When you put someone down as a reference on your resume, make sure to tell them that you have done that so that they are prepared to receive an email or phone call from the hiring manager asking about you. It is a good idea to ask a parent, teacher, or friend who is good at reading things to look over your resume to make sure things are spelled correctly and that your information is correct.



THINGS I MAY NEED WHEN I START WORKING	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
A bank account: make sure you know your banking information to share with your employer so you can be paid				
A personal email account				
A cell phone				
A calendar or an electronic organizer				
A watch if cell phones are not allowed at your job				
An alarm clock (to make sure you get to work on time)				
A driver's license if you can drive				
A transportation plan if you do not drive (bus, metro, uber, carpool, family) including a backup plan				
Lunch, water, and/or a snack				
Money (in case you go out for lunch or want a snack from a vending machine)				
Emergency contact information				
THINGS I CAN DO TO PREPARE FOR EMPLOYMENT	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
Meet with your school counselor and IEP Team and talk about what you would like to do for a job/career				
Go through a Person-Centered Planning process to identify goals, abilities, strengths, and challenges				
Identify a career pathway you are interested in and identify the education and skills needed to pursue it				

THINGS I CAN DO TO PREPARE FOR EMPLOYMENT	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
Be sure you have a good Transition Plan in your IEP that includes your course of study, goals, objectives, services, and activities that match your career goal				
Work toward earning an industry certification or credential				
Participate in High-Quality Work-Based Learning opportunities, including job shadowing, mentorships, externships, service learning, internships, and apprenticeships				
Participate in Pre-Employment Transition Services (Pre-ETS) through DARS or DBVI				
Participate in volunteer work, part-time jobs, and on-the-job training				
Participate in mock interviews and job fairs				
Explore specialized opportunities at Wilson Workforce Rehabilitation Center (WWRC) or community-based programs				
Know your rights under the Americans with Disabilities Act (ADA)				

WHAT ARE PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)?

Pre-ETS offers you as a student with a disability a way to start looking at different career choices and preparing for adult life. Beginning at age 14, you can connect with DARS or DBVI for Pre-ETS. Topics covered through Pre-ETS include: career exploration, work-based learning experiences, exploration of education and training programs for after high school, workplace readiness training to develop social and independent living skills, and self-advocacy.



THINGS I NEED TO DO IF MY CAREER CHOICE INVOLVES FURTHER EDUCATION	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
Research colleges/universities/trade schools to see if they have the program of study that you need for your career choice				
Review admission requirements				
Prepare for and take entrance exams (<i>SAT, ACT</i>) that may be required and request needed accommodations				
Complete admission application(s)				
Apply for financial aid (<i>scholarships, grants, or loans</i>)				
Take a tour of the school(s) to ensure they meet your support and accessibility needs and that you can navigate the campus				
Meet with the Disability Services Support Office (<i>called different things at different schools</i>)				
See if DARS or DBVI can pay for college (<i>if the program you want to enroll in directly supports your employment goal</i>)				
PEOPLE THAT CAN HELP ME ALONG THE WAY	I Already Have	I Know Where to Get	I Need Help With This	I Don't Need This
Your guidance counselor				
Your IEP Team				
Your vocational rehabilitation counselor (DARS or DBVI)				
Your family and friends				
Your job coach				
Other trusted adults				

HELPFUL RESOURCES TO PREPARE FOR EMPLOYMENT

[12 High-Quality Work-Based Learning \(HQWBL\) Experiences](#)- VDOE recognizes 12 HQWBL experiences. This document provides a summary of the criteria for each HQWBL experience.

[18 Things To Bring To Your First Day of Work](#) – This is an online article with tips for the first day of work.

[CTE High-Quality Work-Based Learning Guide](#)- The guide focuses on the twelve types of HQWBL methods of instruction used in Virginia. It also includes Virginia regulations and guidelines for the administration of HQWBL and provides resources for Work-Based Learning coordinators.

[Career and Technical Education Resource Center](#)- Explore school-coordinated HQWBL experiences found in Virginia public schools along with resources for Work-Based Learning coordinators.

[Federal and State Labor Laws for Youth Work-Based Learning](#) -reference document produced by VDOE CTE department in August 2022.

[Employment Documents You Need to Start a New Job](#)- An online article about materials needed when starting a job.

[Get Ready for Your Career](#)- Free online course for students to explore careers and assist with the career planning process.

[Get Ready for College](#)- Free online course for students preparing for college. Families and educators can facilitate this course with the students to prepare for transitioning to college.

[Getting Ready To Join The Workforce: 13 Tips For High School And College Seniors](#) - Article from Forbes; not specific to students with disabilities but has good advice.

[The National Collaborative on Workforce and Disability for Youth \(NCWD/Youth\): 411 on Disability Disclosure—A Workbook for Youth with Disabilities](#) -This eight-unit workbook provides students with resources and activities to increase knowledge and skills to disclose a disability in employment situations.

[Opportunities Guide & Workbook](#) – This is a guidebook for high school students to choose the right college, and understand types of financial aid, and admission requirements.

[PACER's What Parents Can Do Now](#)- This webpage has actions parents can take to prepare their youth for the world of work.

[Student Earned Income Exclusion \(SSA\)](#) - Students with social security disability benefits who receive income from work experiences may apply for these earnings to be excluded from their income.

[Talk to Your Child About Employment: A Checklist for Parents](#) – This is a document families can use to talk with their youth about employment.

[VDOE Career and Technical Education \(CTE\) High-Quality Work-Based Learning \(HQWBL\)](#)- The Virginia Department of Education (VDOE) webpage describes High-Quality Work-Based Learning and links to resources.

[Virginia Commonwealth University: Disclosure Decisions To Get the Job](#)-Review this 3-step process for deciding when to disclose a disability to a business.

[YouthRules!](#) – This website describes the requirements of the child labor laws as they relate to teens, parents, educators, and employers.

CHECK OUT PEATC'S RESOURCE DOCUMENTS ON:

- [Specialized College Programs for Students with Disabilities](#);
- [Virginia Community Colleges – Disability Support Services](#); and
- [Virginia Four-Year Colleges--Disability Support Services](#)



*Thank you to the Virginia Transition Interagency Team
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800-869-6782 (toll free) | 703-923-0010 | 800-693-3514 (fax)

403 Holiday Ct, Suite 104, Warrenton, VA 20186

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