

# Getting Your First Job



## First Job 101

It can be intimidating to begin the process of finding your first job. We'll walk you through the process step by step and never leave you in the dark.

**Step 1: Submit an application** Apply online <https://papaboos.com/employment/>

Select the position you prefer.

Select Apply.

Create your applicant account by sharing your name, email, and phone number. Choose email address or phone number to verify your information. Retrieve the code, enter it where prompted, then select Verify.

Answer the questions. If you run into any questions you're unsure of how to answer, you can leave them blank, enter Not Applicable, or give us a call to walk you through the process 740-681-4691

## Step 2: Phone Interview

A manager will call you for a quick 5-10 minute interview to confirm the details of your application (location, position, hours available) then schedule your On The Job Interview inside Papa Boo's.

## Step 3: On The Job Interview

Show up 10 minutes early. Remember, early is on time and on time is late.

Come to the front counter let us know you're here for an OJI. We'll welcome you back into the kitchen and work side by side with you so you get a good idea of what it's like to work with us.

You'll make pizzas, subs, salads, and meet the team behind the scenes. Ask us anything. This is your time to interview us so you can be certain you want to join our team.

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## Step 4: You're Hired! How to get a Work Permit

1. Your manager will provide the work permit application with their section already completed.
2. Have your parent complete the parent section
3. Have your doctor complete the physical section. If you've had a physical in the last year doctors will typically allow you to drop off/pick up the form without an appointment.
4. Once all sections are complete the High School office (or District Office if school is on break) will prepare the official work permit and give it to the student.
5. Bring work permit to the Papa Boo's manager.

## Step 5: Onboarding

Before you can begin your first day you'll need to be sure all of your onboarding paperwork is complete within the ADP payroll app.

One important document is called an I-9. This form is required by the government to prove your identity.

Many options for verification are available. Complete list of accepted documents can be found here <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Most commonly used documents are a driver's license and social security card. You could also use a school report card and social security card – for those who don't drive.

## Step 6: Earn money. Repeat.

Welcome to the team!