

How To Apply For A Job

In order to apply for a job, I need the following documents:



BIRTH CERTIFICATE



SOCIAL SECURITY CARD



CALIFORNIA ID



RESUMÉ

The contact information to the local Social Security Office, DMV, and Superior Court is as follows:

Salinas Social Security Office

928 E Blanco Rd #155,
Salinas, CA 93901
(877) 600-2857

Seaside DMV

1180 Canyon Del Rey Blvd,
Seaside, CA 93955
(800) 777-0133
www.dmv.ca.gov/portal/field-office/seaside

**Superior Court of California,
County of Monterey**

240 Church St,
Salinas, CA 93901
(831) 775-5400

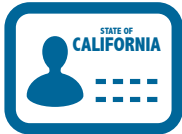
How To Apply For A California ID

Visit the DMV office and take the documents needed. To apply for a California ID, you must provide one Residency document. The Residency document must show your first and last name and your California mailing address. Please see the list below and choose ONE residency document.

- Any school document issued by a U.S. education institution that either includes the applicant's date of birth, or if a foreign school document, is sealed by the school and includes a photograph of the applicant at the age the record was issued.
- Medical Document.
- Employment Document.
- Insurance Document including medical, dental, vision, life, home, rental, and vehicle.
- You must also show proof of Identity.
- You will need a copy of your Birth Certificate.
- Social Security Card.
- Pay a fee of \$33 or bring the No fee ID Eligibility Verification Form. This form will waive the \$33 fee. It can be obtained from a homeless services provider.

To Get A Replacement Social Security Card:

You must complete the SS-5 form. You can find the form on this link <https://www.ssa.gov/forms/ss-5.pdf>
You will need to mail the SS-5 form with one of the following original documents.



CALIFORNIA ID



PASSPORT



MEDICAL RECORD

(With your date of birth,
name and doctor signature)



SCHOOL ID

(If you are under 18)

(You can drop off the forms in the Salinas Social Security drop box inside the office. The Drop Box is open M-F 10am-1:45pm. Once they receive the form with the document, they will mail back the document. You can also mail the form to Salinas Social Security office 928 E Blanco Rd #155, Salinas, CA 93901.)

To Get A Replacement Social Security Card Online:

You can use a [my Social Security](#) account to apply for a replacement Social Security card online if you:

- Are a U.S citizen age 18 or older with a U.S mailing address
- Have a driver's license or state-issued identification card

In-Person Application For An Authorized Certified Copy Of A Birth Record In Monterey County:

1. You may complete the application via the internet and transmit it directly to the Recorder's Office.

You will need to come into the Recorder's Office to pick up the certified copy within two weeks or the request will be deleted, [click here to submit a request online](#).

—OR—

2. You can come into the Recorder's Office to submit the request on the kiosk and complete the process.

The fee for a Birth Certificate is \$29 or can be waived by completing an Affidavit with your Education Liaison. You must take the Affidavit form with you to the Records Office.

(In both cases above, when requesting a certificate in person, the sworn statement on the application must be signed in the presence of a staff member and a photo i.d. will be requested.)



How To Create A Resume:

[This website \(https://mbcareerconnect.org\)](https://mbcareerconnect.org) can help you create a resume and assist you with college and career exploration.

Attached is a resume template you can use.

Your Name
Email | Link to other online properties: Portfolio/Website/Blog
Phone Number

Objective
One- two sentences about what you are looking for.

Skills
Explain what you are good at/what sets you apart (bullet points are okay here)

Experience (if not applicable delete the section)
Job Title • Company • Dates From – To
Summarize your key responsibilities, leadership, and most stellar accomplishments.
Don't list everything; keep it relevant and include data that shows the impact you made.

Education
Monterey High School • Expected to graduate: Spring (enter year)
List any CTE courses, honors or AP courses, clubs, extracurriculars, or awards earned
Only list GPA if it is a 3.0 or above

Volunteer Experience or Leadership
List any volunteer or leadership experience you have done

Liaison Information

Name

E-mail

Phone

Location