

CITY OF JUNEAU
PART-TIME LIBRARY EMPLOYEE HIRING PROCESS

Step 1 - All employees under age 16 must obtain a work permit.

Where: Dodge County Clerk's Office
 127 E. Oak Street
 Juneau, WI 53039

Documentation needed for work permit:

1. Proof of age – Certified copy of birth certificate or baptismal record.
2. Letter from the City stating the intent to employ the minor along with the job duties, hours of work, and time of day the minor will be working.
3. Letter from the minor's parent, guardian, or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian, or foster parent may countersign the employer's letter.
4. The minor's Social Security card.
5. \$10.00 statutory permit fee. (Bring receipt to Pam at City Hall for reimbursement when you come to fill out hiring paperwork. See Step 2.)
6. School address or school district the minor attends.
7. Minor must appear to sign the work permit.

Step 2 - Hiring Paperwork (Personal information, tax withholding forms, Form I-9, policies)

YOU ARE NOT ELIGIBLE TO WORK UNTIL ALL PAPERWORK IS COMPLETED.

Where: City of Juneau City Hall
 405 Jewel Street
 Juneau, WI 53039
 Contact Pam for appointment: 386-4800

Documentation needed for hiring paperwork:

- A. Social Security card, U.S. passport, or birth certificate (original or certified copy)
- B. Driver's license, ID Card issued by Federal or State Government with photo, school ID with photo, or U.S. military card.
For persons under age 18 who are unable to present a document listed in Item B:
 - School record or report card
 - Clinic, doctor, or hospital record
- C. Voided check or deposit slip from bank account you want your pay to be deposited to. If you do not have a bank account, you must set one up. If you do not have a voided check or deposit slip that is pre-printed with bank routing number and your account number, please have the bank type a letter on bank letterhead stating you have an account, type of account, bank routing number, and your account number.