

HOW TO GET A JOB THROUGH MESA YOUTH PLACEMENT SERVICE

- Fill out the MYPS registration form. You can mail it to our office either through your career center, the US mail, Fax or you can personally drop it off.
- Check the job board for current job openings. Job boards are located as follows:

Mesa Youth Placement Service

MPS Junior & Senior High School Career Centers

Mesa Public Libraries

EVA Media Center

Mesa Youth Placement Service Web Site (www.mpsaz.org/ssc/myps)

Email us at: mysjobs@mpsaz.org

Jot down the number of the job for which you are interested. (*The job number is in the upper right corner of the job slip*). Make sure you meet the minimum age requirements, the job qualifications, and that the cross streets of the job will be convenient for you.

- Call or come in to the MYPS office with the job number. We will give you specific information on the employer and how to apply for the position. This is called a referral. **The registered student is the only person that may receive a referral.**
- When completing the application for employment, inform the employer that Mesa Youth Placement Service referred you to this position.
- ***Whatever happens, be sure to call our office within 2 days after getting the referral.*** If you didn't get the job, call again for another referral. In any case, don't give up!! Keep trying!!!

YOU MAY FAX THIS FORM TO

480 472-0528

IF YOU HAVE ANY QUESTIONS, PLEASE CALL.

480 472-0570

A free community service funded by
MESA PUBLIC SCHOOLS
Career & Technical Education