



Getting a Job!

I am 14 years old!
Can I get
paid employment?



I am 16 years old!
Am I entitled
to minimum
wage?

What Is
a CV?

YES!



KDYS
Annual Youth Information Event
2022

You can work from the age of **14** – however law regarding the protection of young persons in employment varies depending on age –

The law classes a 14/15 year old as a child and a 16/17 year old as a young person.

Employers cannot employ children under 16 in regular full-time jobs. They can employ children aged 14 and 15 years on light work as follows:

- **Aged 14 or over** can do light work during the school holidays where the hours do not exceed 7 in any day or 35 in any week.
- **Over 15 but under 16** can do light work up to 8 hours a week during school term time.
- **Under 16** may work up to 8 hours a day and 40 hours a week if they are on an approved work experience or educational programme where the work is not harmful to their health, safety or development. Approved work experience or educational programmes for people under 16 are work experience, training or educational programmes approved by the Minister for Education, the Minister for Enterprise, Trade and Employment or by SOLAS
- **Under 16** must have at least 21 days off work during the summer holidays.
- Children/Young people can be employed in film, cultural, advertising work or sport under licences issued by the Minister for Enterprise, Trade and Employment.



Maximum weekly working hours for children under 16

Age	14 years of age	15 years of age
School term-time	None	8 hours
Holidays	35 hours	35 hours
Work experience	40 hours	40 hours

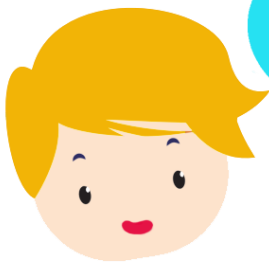
Young people aged 16 and 17.

If you are aged under 18 and work for more than one employer, the combined daily or weekly hours you work cannot be more than the maximum number of hours allowed.

Working hours for young people aged 16 and 17

Maximum working day	8 hours
Maximum working week	40 hours

Time off and breaks @ work



Am I entitled to a break at work?

Yes – however it does vary depending on your age! You are entitled to 3 different types of breaks from work:

- **Rest breaks** - lunch breaks, tea breaks and other short breaks during the day
- **Daily rest** - the break between finishing one period of work and starting the next
- **Weekly rest** - whole days when you do not come into work, usually called 'days off'

Time off and rest breaks for children under 16

Time off and Breaks for children under 16	
Half hour rest break	After 4 hours work
Daily rest break	14 consecutive hours off
Weekly rest break	2 days off, to be consecutive as far as is practicable

Time off and rest breaks for young people aged 16 and 17

Time off and Breaks for young people aged 16 and 17	
Half hour rest break	After 4 1/2 hours work
Daily rest break	12 consecutive hours off
Weekly rest break	2 days off, to be consecutive as far as is practicable



Can I work any time of the day or night?

NO, if you are 14/15 you are not allowed to work before 8am in the morning or after 8pm at night.

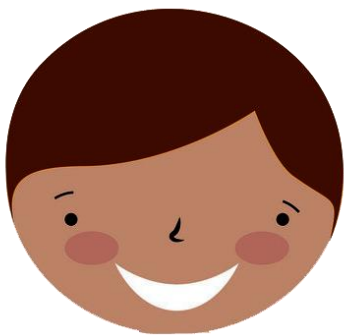
If you are aged 16 and 17 you are generally not allowed to work before 6am in the morning or after 10pm at night.

Working in a licensed premises (such as a pub)

If you are 16/17, you can be employed on *general duties* in a licensed premises, however you are not allowed sell alcohol in a bar or off-licence (including supermarkets).

During school term, you can only work until 11pm on a day that is not immediately before a school day.

What is the minimum wage?



Generally, the amount of pay you get for working is agreed between you and your employer, however, in Ireland, there is a national minimum hourly rate that you are entitled to. From the 1st January 2023 the minimum hourly rates of pay are:

Aged under 18	€7.91 per hour
Aged 18	€9.04 per hour
Aged 19	€10.17 per hour
Aged 20 and above	€11.30 per hour

Your Rights:

Under 18? Your employer must give you a copy official summary of the Protection of Young Persons (Employment) Act, and other details of your terms of employment, **within one month** of starting a job.

You are entitled to annual leave and public holidays depending on how many hours you work – check out https://www.workplacerelations.ie/en/what_you_should_know/leave/annual-leave/

You are entitled to a payslip which outlines your rate of pay, what you have been paid for and any deductions.

Your CV is the tool that helps you get your foot in the door when applying for jobs.

It is a document that outlines your skills and experience. It is a 'live' document that you will update regularly as you gain further education and experience.

Create a CV (Curriculum Vitae) that tells your story! Search online for some great examples of layouts – it should be clear, easy to read and factual. Include a personal profile that describes you as a person.

- Check spelling & grammar, not just spellcheck!! Don't use texting language!!
- Use all your experiences to show motivation, drive and initiative – were you on a student council, captain of a team, involved in sports, drama etc, did you do any volunteer work etc

Your first CV should not be more than two pages long. No fancy fonts, no dramatic colours.

If you don't have work experience, then you can use your CV to talk about your skills and achievements. *Are you a good communicator? Do you work well in a team? How is your problem solving skills? Are you good at time-keeping?*

If you have done work experience, you can use your work experience to outline how you have used these skills.



Who can give me a reference for my first CV?

References are people who can vouch for you when you are applying for a new job. You do not have to put references on your CV. Instead you can say 'References available on request' at the end of the CV.

If you're in school, then you could ask a teacher for a reference. If you have done volunteer work or charity work then you can ask someone who supervised you to be your reference. Just make sure you ask someone before you supply their name as a reference!

Look for work that interests you and you could enjoy doing – no point in applying to be a dog walker if you don't like dogs!!

When you hand in your CV to a workplace, ask to speak to a manager – this is the first impression that a potential employer will have of you, so check how you are presenting yourself – how are you dressed (clothes, hair, makeup, jewellery)... is your manner pleasant, are you smiling, are you showing an interest in working there?



Remember!
You want to be remembered when you leave and for all the right reasons!!

HAVE AN INTERVIEW?

NO PROBLEM! YOU GOT THIS!!

Research the workplace.

If possible ask someone to do a mock interview with you, i.e. Youth Information

Think about why you want this job.

Think about what you can offer
(are you a team player, interested in learning.)

Dress appropriately.

Turn up on time.

And remember to smile!

NERVES ARE NORMAL DON 'T LET THEM OWN YOU



BE YOURSELF!

