

Sida Shaqo loo helo loona haysto

Warbixino loogu talo galay
dadka qaxootiga ah ee cusub
iyo dadka wadanka gudihiisa
iska dhiibay ee raba in ay ka
mid noqdaan bulshada
Minnesota.



717 EAST RIVER ROAD
MINNEAPOLIS, MN 55455
612-626-1400
[HTTP://WWW.CVT.ORG](http://www.cvt.org)

SOMALI LANGUAGE VERSION

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Mahadnaq Gaar ah

Deeq dhaqaale oo ay bixiyeen Wells Fargo Foundation Minnesota ayaa suurto gelisay in xafiiska Center for Victims of Torture uu isku duba rido warbixintan.

Haddii aad rabto in aad talo kabixiso warbixintan iyo sida ay kaaga caawisay shaqo raadiska ama shaqo uraadinta qof kale, Fadlan la soo xiriir Nancy L. Pearson, M.S.W., L.G.S.W., npearson@cvt.org ama u soo dir fikradaada cinwaankan hoos ku qoran:

The Center for Victims of Torture
717 East River Road
Minneapolis, MN 55455
(612) 626 –1400
(612) 626 – 2465 Fax
<http://www.cvt.org>

Warbixin ku saabsan daabacaada

Xafiiska Center for Victims of Torture waxa uu kugu dhiiri gelinayaa in aad u qaybiso warbixintan dadka qaxootiga, shaqaalaha hay adaha gargaarka, iyo kuwa shaqooyinka bixiya. Waad daabacan kartaa warbixintan haddii aad u isticmaalayso waxbarasho ahaan adigoo muujinaya ama ilaalinaya warbixinada ka hadalaya hay ada Center for Victims of Torture iyo in ay tahay meesha laga soo saaray warbixintan. Si aad u hesho ogolaasho sidii aad u isticmaalilahayd warbixintan iyo ujeedada laga leeyahay, fadlan la soo xiriir **Minnesota Mainstream Training Department** oo ku yaala cinwaanka kor ku xusan.

Hay'ada Center for Victim of Torture waxa ay soo diyaariyeen warbixintan si ay u caawiyaan dadka una fahansiyaan sidii ay wadankan United States uga heli lahaayeen shaqo una haysan lahaayeen. Waxa aan rajaynaynaa in warbixintan ay noqoto mid fududaysa hawsha shaqo raadinta caawisana bulshada. Fadlan waydii shaqo raadiyahaaga, shaqaalaha arimaha bulshada, ama asxaabtaada haddii aad su'aal qabto. Wadan cusub marka aad shaqo ka raadinayso way adagtahay. Waxaan rajaynaynaa in talaabooyinkan hoos ku xusan ay kuu fududeyn doonaan sidii aad ugu guuleysan lahayd shaqo helistaada iyo sidii aad u haysan lahayd.

Warbixintan ma aha tilmaan ama hagid sharci. Haddii aad wax su'aal ah xaaladaada ka qabto, fadlan waydiiso caawimaad ama la soo xiriir telefoonka ku qoran warbixintan.

Talaabada

1 aad Soo qaado warqada ogolaanshaha in aad shaqeyso

Qofkasta oo shaqaale qoranaya waxa khasab ku ah in uu hubsado, in shaqaalaha oo dhan ay haystaan warqad shaqo iyadoo aan la tix gelinaynin dhalashada qofka ama meesha uu ka yimi. Shaqo bixiyuhu waxa uu ku waydiin karaa cadayn ah in aad wadankan United States ka shaqayn kartid. Dadka shaqada bixiya dhamaantood waxa ay haystaan liis ah cadaymaha la ogolaan karo ee cadaynaya qofka aad tahay iyo in aad sharciyan ka shaqayn karto wadankan. Fadlan fiiri jadwalkan hoos ku qoran si aad u ogaato in aad leedahay warqad shaqo oo munaasib ah. Waa in aad tustaa shaqada mid ka mid ah sharciyadan ku qoran **Liiska A** si aad u cadayso in aad shaqayn karto iyo aqoonsi ahaan.

Si kasta ha ahaatee, haddii aadan haysan sharciyada ku qoran **Liiska A** waa in aad fiirisaa haddii aad haysato mid ka mid ah **Liiska B** iyo mid ka mid ah **Liiska C** si aad u cadayso in aad shaqayn karto. Tusaale ahaan waxaa la ogolaan karaa batante ama laysanka gaariga ee gobolka Minnesota (#1 **Liiska B**) iyo kaarka Social Security (# 1 **Liiska C**) oo aan lagu qorin wax xadidaad ah. Kan xadidan waxaa laga wadaa midka ay ku qoran tahay **not valid for employment** oo micnaheedu tahay laguma shaqayn karo. **Fadlan tixraac jadwalka hoos ku qoran ee loogu tala galay sida aad u kala baran lahayd warqadaha kala duwan ee ku saabsan aqoonsiga iyo ogolaanshaha shaqada.**

LIISKA A

Ama

LIISKA B

Iyo

LIISKA C

Hal mid ayaa la rabaa oo noqonaya aqoonsi iyo cadayn shaqo.	Cadayn aqoonsi	Cadayn ogolaansho shaqo
1. Basaboor U.S. ah	1. Batant/laysan ama kaarka ID-ga ka soo baxay Gobol ama kaar ka soo baxay wadanka Maraykanka oo ay ku qoran tahay magaca, da'ada, jinsi, dherer, midabka indhaha, iyo cinwaanka.	1. Social Security kaarka Maraykanka oo ka soo baxay Social Security Administration. (Midka aan ahayn kay ku qorantahay laguma shaqeyn karo.)
2. Shahaadada dhalashada U.S.	2. Kaarka ID-ga oo ay soo saartay dowlada sare, dowlada dhexe ama dowlada hoose oo ay ku qorantahay warbixinta #1 ku qoran.	2. Shahaado dhalasho qof maraykan ah oo ku dhashay wadan kale oo ay soo saartay Department of State.
3. Shahaadada Jinsiyada.	3. ID-ga dugsiga oo sawir leh.	3. Warqad dhalasho oo orijinaal ah ama koobi la soo cadeeyey lagana soo saaray Gobolka, Degmada, magaalada ama cadayn wadata gobolka shaabadiisa.
4. Baasaboor wadan kale oo aan dhicin oo ay ku dhagan tahay shaabada I-551 ama I-94 oo cadaynaya in lagu shahayn karo.	4. Kaarka diiwaan gelinga doorashada.	4. Shahaado aqoonsiga maraykanka dhaladka ah ee wadankan loogu yimi.
5. Warqada diwaanka qofka ajinabiga ah	5. Militariga Maraykanka kaarkooda ama diwaanka qoraalkooda koowaad.	5. Kaarka dhalashada Maraykanka (INS Form I-197)
6. Kaarka degaanshaha oo aan wali dhicin (Green Card) (INS Form I-688)	6. Militariga ID-gooda lagu tirsan yahay.	6. Warqad shaqo (EAD) oo aan dhicin oo kasoo baxday INS-ta (oo aan ka mid ahayn kuwa Liiska A)
7. Kaarka shaqada oo aan wali dhicin (EAD, INS Form I-688A)	7. Ciidanka Bada kaarkooda.	Waxaa laga soo xigsaday: Buuga shaqaaleyayaasha, warbixinta marka la buuxinayo foomka I-9 (foomka cadayta ogolaanshaha shaqaynta)
8. Warqada ogolaanshaha ku soo laabashada wadanka oo aan dhicin.	8. Shahaado aqoonsiga maraykanka dhaladka ah ee wadankan loogu yimi.	U.S. INS-Employer/Labor Relations 612-313-9052
9. Baasaaboorka qaxootiga oo aan dhicin.	9. Batante/laysan kasoo baxay dowlada Canada.	
10. Warqada shaqada oo aan dhicin oo ka baxay INS-ta lehna sawir.	Dadka da'addu ka hoosayso 18 sano waxa ay isticmaali karaan warqadaha diwaanka dugsiga ama sharci kale. La xiriiir telefoonka lagu siiyay.	

Talaabada

2aad

Sida loo raadsado warqada shaqada ee loo yaqaan (EAD)

Warqada ogolaanshaha shaqada (EAD) ee ay soo saaraan xafiiska laanta socotada ama INS-ta ahna cadayn aqoonsi ah iyo ogolaansho in aad ka shaqayn karto dalka Maraykanka.

1. Waa maxay warqada shaqadu (EAD)?

Waa mid ka laga dalbado dowlada Maraykanka waxaana kuu ogolaanaysaa in aad ka shaqayso dalkan Maraykanka. Xafiiska Immigration and Naturalization Services (INS) ka ayaa soo saara noocyadan kala duwan ee warqada shaqada (EAD):

- EAD: Waa cadeyn kuu ogolaanaysa in aad ku shaqayso mudo hal sano ah. Haddii aad qaxooti tahay ama aad wadanka gudihiisa iska diibtay, marka ugu horeysa kaarku waa lagac la'aan.
- Cusboonaysiinta: Marka aad hesho warqadaada ugu horeysa, waa in aad sanad walba cusboonaysiisataa. Xafiiska laanta socotada ama INS-tu waxa ay idinku dhiiri gelinayaan in aad soo codsoto cusboonaysiinta warqada shaqada marka ay ugu yaraan ka harsan tahay 90 maalmood mudaduu ku dhacayo. Xafiiska laanta socotadu waxa kale oo ay kugu dhiiri gelinayaan in aad hawsha cusboonaysiinta iska sii bilowdo mudo lix bilood ah marka ay ka dhiman tahay taariikhda kaarku uu dhacayo. Markasta oo aad warqada shaqada cusboonaysiinayso waxaa jirta lacag la bixiyo.
- Bedelaada warqada shaqada: warqadan waa lagu bedelayaa haddii uu kaa lumay, lagaa xaday, ama uu dhaawacmay. Waxaa kale oo lagu bedelayaa warqada shaqada haddii wax khalad ah ay ku qoran yihiin, tusaale ahaan haddii marka warqada lagu soo diro aad ku aragto magacaaga oo si khaldan loo qoray ama taariikhda dhalashada oo khaldan iyo wixii lamid ah. Haddii lagu soo diray kaar shaqo oo warbixin khalad ah ku qoran tahay, si dhakhso ah ula socodsii xafiiska laanta socotada (INS) kana codso in lagu bedelo
- Kaar shaqo oo ku meel gaar ah: Haddii xafiiska laanta socotadu aanu kuu ogolaan kuuna diidin warqada shaqada mudo 90 maalmood gudahood ah (30 maalmood gudahood haddii ay tahay kii ugu horeeyey aadna iska dhiibtay wadanka gudihiisa), waxaa aad codsan kartaa in lagu siiyo kaar shaqo oo ku meel gaar ah.

2. Yaa codsan kara warqada shaqada (EAD)?

Qof kasta oo aan ahayn qof jinsiyada Maraykanka haysta ama degenaanso rasmi ah haysta (Green Card), marka lagu daro laakiin aan ku xadidnayn dadka hoos ku qoran:


- Qaxooti
- Dadka wadanka gudihiisa iska dhiibay ee sharciga la siiyay
- Dadka wadanka gudihiisa iska dhiibay ee aan wali sharci lasiin waxa ay xaq u leeyihiin warqada shaqada marka ay ka soo wareegto mudo 150 maalmood ah, laga bilaabo taariikhda ku qoran warqada ugu horeysa ee xafiiska laanta socotada ay kuu soo diraan ee ay ku qoran tahay in ay codsigaagii heleen.
- Dadka u qalma aqoonsiga loo yaqaan (Temporary Protected Status TPS) ama (Deferred Enforced Deportation DED).

3. Sidee u dalban kartaa warqada shaqada?

Waxaad u baahan tahay in aad buuxiso arji ay soo saareen xafiiska laanta socdaalka (INS) ee loo yaqaano -INS Form I-765 (Codsiga warqada shaqada). Waa in aad u dirtaa arjigaas xafiiska laanta socdaalka qaybta adeegyada ee gobolka ee loogu adeego dadka sharcigaaga oo kale haysta. Dadka qaxootiga ah waxa ay arjiga buuxin karaan marka ay wadanka Maraykanka soo galaan. Dadka wadanka gudihiisa iska dhiibay ee wali sharciga sugaya waa in ay codsadaan warqada shaqada mudo 150 maalmood kadib markii xafiiska laanta socdaalku ay heleen warqadahooda ay isku dhiibeen.

Dhowr siyaabood ayaa jira oo aad ku heli karto arjiga warqada shaqada INS Form I-765:

- Wac xafiiska laanta socdaalka telefoonkooda laga codsado arjiyada in lagu soo diro: 1-800-870-3676. Waxa lagu waydiinayaa magacaaga, cinwaanka gurigaaga, telefoonkaaga, iyo arjiga aad rabto noociisa (I-765). Waxaa arjiga laguugu soo dirayaa gurigaaga.



Tusaale Warqada Shaqada EAD

Digniin: Warqadaaha shaqadu way ka duwanaan kartaa iyadoo ay ku xiran tahay hadba sharciga aad leedahay.

- Utag xafiiska laanta socdaalka (INS) qaybta adeegyada gobolka oo waydiiso shaqaalaha warbixinta arjiga loo yaqaan I-765. Xafiisku waxa uu ku yaalaa 2901 Metro Drive, Suite 100, Bloomington, ee u dhow Mall of America. Xafiiska warbixintu wuxuu u furan yahay bulshada 8:00 AM ilaa 6:00 PM Isniinta, 8:00 AM - 3:00 PM Talaadada ilaa Khamiista. Xafiisku wuu ka xiran yahay dadweynaha inta kale. Fadlan la soco in waqtiyada adeegyadu ay isbedeli karaan. Waxaa fiican in aad sii wacdo oo aad hubsato saacadaha ay furan yiniin.

4. Ma muhiim ayaa in aan marwalba wato warqadayda shaqada (EAD)?

Haa, waa muhiim in marwalba aad warqadaada shaqada wadato oo aad tusto meesha aad shaqada ka raadinaysid. Warqada shaqadu waa cadayn aqoonsi ka soo baxday dawlada Maraykanka. Waxaa laga yaabaa in meesha aad shaqada ka raadinayso ay ka sameystaan koobi warqadaada si ay u diwaan gashadaan. Waxaa muhiim ah in adiguna aad sameysato koobi si uu kuu gargaaro haddii uu kaarku kaa lumo ama la xado. Sida ugu dhakhsaha badan ula socodsii xafiiska laanta socotada (INS) haddii aad waydo warqadaada si aad u codsato in mid cusub laguugu soo diro.

5. Maxay muhiim u tahay in aan cusboonaysiiyo warqada shaqada iyada oo aan wali dhicin?

Ma shaqayn kartid haddii warqada shaqadu ay kaa dhacsan yahay. Waa mas'uuliyad adiga ku saaran in aad cusboonaysiisato warqadaada shaqada

**TUSAALAHA XAALADAHA
AQOONSIYADA KALA
DUWAN EE CAADIGA AH**

- Haddii aad wadanka gudahiisa iska dhiibtay oo wali sharci aan lagu siin aadna sugtay 150 maalmood oo ah sharcigu sida uu qorayo, waxa aad dalban kartaa warqada shaqada. Maadaama wali codsigaaga qaxootiga aan wali wax go'aan ah laga gaarin, waxaad isticmaali kartaa aqoonsiga loo yaqaan "(C)(8)" ee ku qoran arjiga codsiga. Warqada ugu horeysa waa lacag la'aan.
- Haddii la aqbalay codsigaagii qaxootiga kadib markii aad heshay warqadaada shaqada laguna siiyay warqad rasmi ah oo laguugu ogolaaday sharciga, waxa aad u baahan tahay in aad dalbato kaar shaqo oo cusub adigoo isticmaalaya aqoonsigaaga cusub ee loo yaqaan "Asylee-granted asylum (A)(5)". Waa in aad bixisaa lacag markasta oo aad cusboonaysiinaysid warqada shaqada. Hadda qiimahu waa \$100.00. Warqada ugu horeysa oo keliya ayaa lacag la'aan ah. Markasta iska hubso lacagta lagaa rabo adigoo ka eegaya arjiga codsiga warqada shaqada.
- Haddii aad wadanka soo gashay adigoo qaxooti ah, waxa aad dalban kartaa warqada shaqada marka ugu horeysa ee aad dalka Mareykanka soo gasho. Aqoonsigaagu waxa uu noqonayaa qaxooti (A)(3). Markasta iska hubso lacagta lagaa rabo adigoo ka eegaya arjiga codsiga warqada shaqada.
- Waxaa tusaale kale ah, marka aad codsanayso in sharcigaaga aad bedesho adigoo dalbanaya degaansho rasmi ah ama Green Card, waxa aad isticmaalaysaa arjiga isbedelka ee loo yaqaan "Adjustment Applicant – (c)(9)." Taas micnaheedu waa in aad dalbatay ama codsatay (green card) laakiin xafiiska INS-tu wali aanay go'aan kaa gaarin. Waa in aad cusboonaysiisataa warqada shaqada sida ay caadadu tahay bixisaana lacagta ilaa aad ka helayso "green card."

mar kasta. Waxa warqadaada aad isticmaali kartaa HAL SANO oo keliya. Waxa ay qaadanaysaa ugu yaraan 90 maalmood in la cusboonaysiiyo warqada shaqada. Xafiiska laanta socdaalka (INS) waxa ay kugu dhiiri gelinaysaa in aad bilowdo hawsha cusboonaysiinta marka ay kaaga hartay mudo 6 bilood ah kahor taariikhda uu dhacayo. Taas waxa ay kuu xaqiijinaysaa in aad hesho warqadaada cusub waqti fiican kahor inta kan kale wali dhicin. Shaqadaada waa lagu diidayaa in aad sii wadato haddii warqada shaqadu kaa dhacsan yahay. Marka uu warqada cusub kuu yimaado waa in aad u geysaa shaqadaada si ay koobi uga samaystaan oo ay u geliyaan faylkaaga. Taas waxa ay cadaynaysaa in aad shaqadaada sii wadan karto iyada oo aan lagaa joojin maadaama aad diwaan gelisay kan cusub waqti fiican kahor inta kii hore kaa dhicin.

6. Ka waran hadii aqoonsigaagu/sharcigaagu isbedelo kadib adigoo codsaday warqada shaqada ee ugu horeysay?

Haddii sharcigaaga ama aqoonsigaaga ay wax iska bedeleen kadib marka aad heshay warqada shaqada, waxa aad u baahan tahay in aad cusboonaysiiso si loogu soo qoro aqoonsigaaga cusub. **Iska hubso warqada aad xaq u leedahay maadaama sharci kasta ama aqoonsigaagu uu ku qoran yahay warqada.** Waxaad ka helaysaa arjiga I-765 aqoonsiyada kala duwan. Ka eeg liiska kan adiga si fiican u muujinaya aqoonsigaaga.

7. Xagee u diraysaa arjiga codsiga warqada shaqada?

Waa muhiim in aad raacdo ama ku dirto cinwaanka saxda ah ee ku qoran bogga 5aad ee arjiga I-765 qaybta 5aad hoosteeda meesha ay ku qoran tahay “Where to File”. Qaxootiga, dadka wadanka iska dhiibay ee sharciga leh iyo kuwa wali sugaya waxa ay hadda u diraan: **INS Service Center, P.O.Box 87765, Lincoln, NE 68501-7765.** Si fiican isaga hubso adigoo ka eegaya arjiga.

Talaabada

3 aad

**Sida loo helo
Social Security Number**

Qof kasta oo ka shaqeeya wadanka Maraykanka waa in uu leeyahay Social Security Number.

1. Waa maxay Social Security Number?

Qof kasta waxaa la siiyaa nambar gaar u ah. Waa dambi haddii qof kale isticmaalo Social Security nambarkaaga. Waa sagaal nambar oo sidan u qoran 000-00-0000.

Haddii aad qaxooti tahay, waxaad aadi kartaa xafiiska Social Security Administration marka aad wadanka soo gasho si aad u dalbato Social Security nambar. Haddii aad tahay qof wadanka gudihiisa iska dhiibay oo sugaya go'aan, waxaa lagaaga baahan yahay in aad dalbato warqada shaqada kadibna Social Security nambarka. Haddii aad tahay qof wadanka gudihiisa iska dhiibay oo la aqbalay, waxaad soo qaadataa warqada sharciga lagugu siiyay iyo I-94 ka lagu siiyay si aad u dalbato kaarka Social Security Number-ka ama si lagu siiyo mid cusub haddii aad mid hore oo xadidan u lahayd.

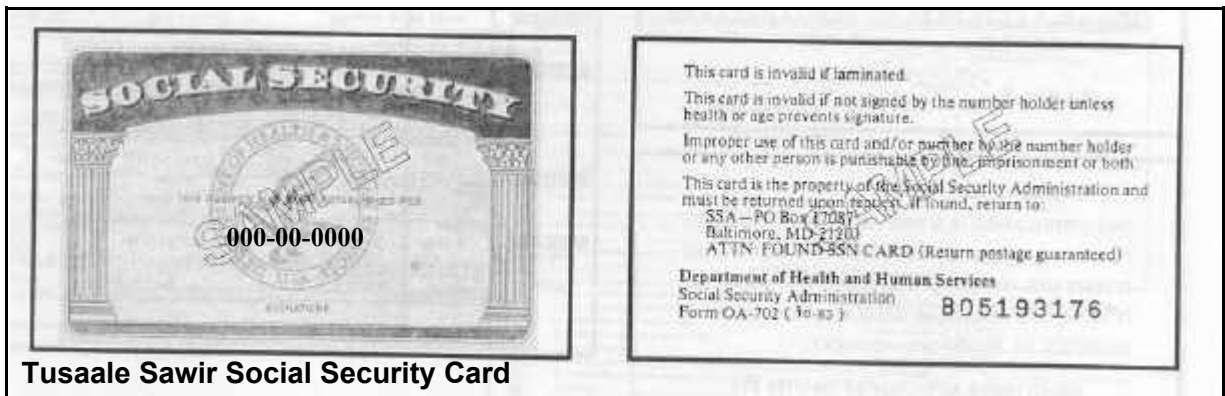
2. Maxay muhiim u tahay in aad haysato Social Security Number?

Dadka shaqada ku siinaya waa in ay kaa buuxiyaan foomka loo yaqaan **“W-2 Form”** kaas oo loo baahan yahay in aad ku qorto Social Security Number. Waxaa laga yaabaa in ay koobi ka samaystaan kaarka si ay u gashadaan faylkooda.

Qof kasta oo shaqaaleysiinaya dad waa in ay la socodsiiyaan mushaharka shaqaale kasta xafiiska Social Security Administration. Waxaa laga gooyaa canshuurta Social Security. Jinsiyad kasta lahow ama meel kasta oo aad ku dhalatay canshuurtaas waa mid laga qaado qofka shaqaalaha ah iyo kan shaqaaleynaya. Waa khasab in laga qayb qaato mashruuca Social Security adigoo bixinaya canshuurta. Haddii si gooni ah oo sharcigan ah lagaaga dhafo ma'ahane, qof kasta oo ka shaqeeya wadanka Maraykanka waxaa khasab ku ah in ay mushaharkooda ka bixiyaan canshuurta Social Security-ga.

3. Sida loo dalbado Social Security nambarka?

Waa in aad shakhsiyan tagtaa xafiiska Social Security Administration adigoo wata warqadaha lagaaga baahan yahay oo asal ah. Waxaad wici kartaa 1-800-325-0778 si aad u waydiiso xafiiska kuugu dhow meesha uu ku yaalo iyo saacadaha uu furan yahay. Xafiisyadu way xiran yihiin maalmaha xafladaha, Sabtida iyo Axada. Xafiisyada Social Security Administration ee gobolkan waxa ay ku kala yaalaan magaalooyinkan: Alexandria, Austin, Bemidji, Brainerd, Brooklyn Center, Duluth, Edina, Fairmont, Hibbing, Mankato, Marshall, Minneapolis, Rochester, St. Cloud, St. Paul iyo Winona. Fadlan fiiri meelaha kale ee ay warbixinadu ku qoran yihiin haddii aad u baahan tahay cinwaanada.



Tusaale Sawir Social Security Card

Waxa aad u baahan tahay in aad buuxiso arjiga “**Form SS-5, Application for a Social Security Card.**” Waxaad ka helaysaa xafiiska Social Security Administration. Ha u dirin arjigaas iyadoo ay ku jiraan sharciyadaadu ee ula tag adigoo wata xafiiska kuugu dhow.

Waxaa lagaaga baahan yahay arjiga **Form SS-5** oo buuxa oo ay la socoto **mid** ka mid ah warqadaha hoos ku xusan. (**OGSOONOW:** waa in aad wadataa warqad asli ah oo aan ahayn koobi.)

- I-94 (Kaarka lagu siiyo marka aad wadanka soo gashay)
- EAD (Warqada shaqada)
- Permanent Resident Card (green card)
- Ogsoonow: Haddii aad wadanka gudihiisa iska dhiibtay oo lagu ogolaaday sharci, waa in aad wadataa warqada lagu soo aqbalay iyo I-94 ka ee xafiiska INStu ku siiyeen.

Waxaa lagu soo dirayaa kaarka Social Security Number marka ay ka soo wareegto mudo 1 todobaad ah marka aad codsatay. Waxaa fiican in aad kaarkaaga ka samaysato koobi si aad u tusto haddii uu kaa lumo ama lagaa xado. Ogsoonow in aad la socodsiiiso xafiiska Social Security Administration si deg deg ah haddii uu kaarku kaa lumo ama lagaa xado.

Wixii faahfaahin ah kala xiriir xafiiska Social Security Administration ee nambarkoodu yahay **1-800-772-1213**.

<p style="text-align: center;"><u>INS:</u></p> <p style="text-align: center;">Wac xafiiska laanta socdaalka telefoonkooda laga codsado arjiyada in lagu soo diro: 1-800-870-3676.</p> <p>Haddii aad qabto wax su'aalo ah oo ku saabsan warqada shaqada ama aqoonsigaaga, fadlan la xiriir INS telefoonka caawinta: 1-800-375-5283.</p> <p>Ama kaxayso qofka Social Worker kuu ah ama la Taliyahaaga shaqo raadiska.</p>	<p style="text-align: center;"><u>Social Security:</u></p> <p style="text-align: center;">Wixii faahfaahin ah kala xiriir xafiiska Social Security Administration ee nambarkoodu yahay 1-800-772-1213.</p>
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Tusaale I-9 Form (Employment Eligibility Verification)

Section 1: To be completed by the EMPLOYEE

STEP 1

Fill in the personal information.

STEP 2

Check the box for work eligibility.
Fill in other information if applicable.

STEP 3

Read, sign, and date.

STEP 4

(Preparer/Translator only)
Read, fill in information, sign, and date.

U.S. Department of Justice
Immigration and Naturalization Service

DHS No. 1715-0128
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last <i>Supervon Inga</i>	First <i>Inga</i>	Middle Initial <i>N/A</i>	Maiden Name <i>N/A</i>
Address (Street Name and Number) <i>215 Cambridge</i>		City <i>Baltimore Md</i>	State <i>Md</i>
Date of Birth (MM/DD/YYYY) <i>8/18/69</i>		SSN <i>210 99 7016</i>	Issue Date (MM/DD/YYYY) <i>2/1/19</i>
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am which one of the following: <input checked="" type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A lawful permanent resident (Alien) # A <input type="checkbox"/> An authorized temporary worker (Alien) # B	
Employee's Signature <i>Inga Inga</i>		Date (MM/DD/YYYY) <i>8/18/19</i>	
Preparer and/or Translator Certification. (To be completed and signed if Section 1 is completed by a person other than the employee.) I attest, under penalty of perjury that I have examined the information on this form and that to the best of my knowledge the information is true and correct.			
Preparer/Translator's Signature		Post Name	
Address (Street Name and Number, City, State, Zip+City)		Date (MM/DD/YYYY)	

Ogsoonow: In qofkasta oo shaqo bilaabaya looga baahan yahay in uu buuxiyo arjiga loo yaqaan "I-9 Form" (Employment Verification Form). Waxaad u baahan tahay in aad ku buuxiso Social Security nambarkaaga, Alian nambarkaaga ay ku siisay xafiiska INS-ta iyo taariikhda warqada shaqadu ay kaa dhacayso.

Talaabada

4aad

Isku diyaarinta shaqo raadiska

Hawsha marka aad shaqo ka raadinayso wadan cusub waa mid aad u dhib iyo wal wal badan. Hawlaha shaqo raadinta waxaa laga yaabaa in aadan horey u soo arag, taas oo keeni karta wareer iyo niyad jab. Haka warwarin in aad dadka wax waydiiso haddii aad garan waydo ama ku wareerto hawshaas. Su'aalahaagu waxa ay noo sahlayaan si aan ugu hor marino caawimaada dadka cusub ee hadda soo galay wadanka sidii ay si sahlan ugu heli lahaayeen shaqo.

Waxaad ku dedejin kartaa shaqo raadiskaaga adigoo sameynaya dhaq-dhaqaaq kala duwan oo kuu sahlaya sidii aad shaqo u heli lahayd. Ka fakar sidaad u ogaan lahayd shaqada aad rabto in aad ka hesho wadanka Maraykanka. Dadka intooda badan mahelaan shaqada ay jeclaan lahaayeen marka ugu horeysa laakiin taas micnaheedu ma'aha in aadan heli karin. Waxaa laga yaabaa in aad u baahato waxbarasho dheeraad ah, tababar ama khibrad badan in aad ka hesho wadanka Mareykanka inta

aad sugaysid shaqada aad jeceshahay in aad hesho. Dadka badidood waxa ay ku bilaabaan shaqooyinka loo yaqaan “Entry level positions” adigoo shaqadaada u muujinaya dadaal, masu’uuliyad, kalsooni, rabitaan iyo awood aad si fiican ugu barato shaqooyinka kala duwan. Waxa aad ka dalici kartaa shaqadaas iyadoo lacag lagu kordhiyo karo iyo adigoo ku faraxsan shaqadaada. Haddii aad xoogaa ka fakarto shaqooyinka ku xiiso gelinaya, waxa ay kuu sahlaysaa sidii aad u raadin lahayd shaqooyinka bixiya khibrad iyo tababar kugu toosinaya wadada aad jeceshahay in aad raacdo.

Sida loo sameysto arjiga shaqada

1. Waa maxay arjiga shaqadu?

Arjiga shaqadu waa warqad ay ku qorantahay khibradahaaga shaqada. Waxaa aad ku qori kartaa shaqooyinka lacagta lagugu siiyo iyo kuwa kaleba. Tusaale ahaan: Shaqooyinkaagii hore waxa laga yaabaa in ay ka mid ahayd in aad ka soo shaqaysay ganacsi iyadoo aad mushahar ku shaqeynaysay. Shaqooyinka aadan mushahar ka qaadan jirin waxaa ka mid noqon kara haddii aad beeraley ahayd ama shaqo aad u qabatay dukaanka qoyskaaga. Waxa laga yaabaa in aadan mushahar qaadan laakiin aad shaqeysay oo aad caawisay qoyskaaga. Waa muhiim in aad ka fakarto shaqooyinka khaaska ah ee aad wadankaaga ka soo qabatay. Ka fakar shaqada aad soo qabatay sida ay ahayd iyo in aad mushahar ku qaadanaysay iyo in kale.

2. Sababtee ayay ii caawinaysaa diyaarinta arjiga shaqada?

Shaqada waxaa lagaa rabaa in aad buuxiso arji codsi shaqo ah si loo ogaado in aad shaqada xiiseynayso. Haddii aad soo diyaarsato arjiga shaqada, waxaad haysataa warbixintii lagaaga baahnaa in aad arjiga codsiga shaqada ku buuxiso. Waxaad wali u baahan tahay in aad arjigaas oo dhan buuxiso laakiin waxa laga yaabaa in arjiga shaqada ku lifaaqdo arjiga shaqo codsiga. Waxaa lagu waydiin doonaa in aad sixiixdo

Sample Resumé Worksheet

RESUME WORKSHEET	
NAME ADDRESS CITY, STATE, ZIP PHONE NUMBER	
OBJECTIVE	
QUALIFICATIONS	
WORK HISTORY	
Name of company	_____
Dates of employment	_____ to _____
Job Title	_____
Duties of job	_____
Name of company	_____
Dates of employment	_____ to _____
Job Title	_____
Duties of job	_____
Name of company	_____
Dates of employment	_____ to _____
Job Title	_____
Duties of job	_____
EDUCATION	
REFERENCES	Available upon request

arjiga shaqo codsiga kaas oo cadaynaya in warbixinta aad ku buuxisay ay run tahay.

3. Maxaa lagu daraa arjiga shaqada?

- Waxaad koobi ka samaysan kartaa arjiga shaqada ee la socda warbixintan si aad ugu tababarato.
- Hubso in aad ku qortay magacaaga oo sadexan, cinwaankaaga, iyo namber telefoon oo lagaala soo xiriiri karo.
- Ka sii fakar shaqooyinkii hore ee aad wadankaaga ka soo qabatay – mid aad mushahar ku qaadatay iyo midkaleba. Waxaa laga yaabaa in ay kuu sahlan tahay haddii aad la hadasho qofka Social Worker kuu ah, qofka shaqo raadiyaha kuu ah ama qof aad asxaab tihiin si ay kaaga caawiyaan sidii aad u tixi lahayd shaqooyinka aad horey u soo qabatay.
- Haddii aad shaqo hore oo mushahar aad ku qaadan jirtay ka soo shaqeysay, soo tax shaqooyinkaas adigoo ka bilaabaya tan ugu dambaysay sidaana u sii wad. Qor wixii aad qaban jirtay iyo khibrada aad ka siyaadsatay shaqadaas. Kadib waxa aad qortaa khibradaha kale ee aad ka heshay shaqooyinka aad mushahar la'aanta u soo qabatay.
- Haddii khibradaada oo dhan aad ka heshay shaqo aan mushahar lahayn, qor khibradahaaga iyo wixii aad qaban jirtay. Taas waxa ay u muujinaysaa qofka shaqada ku siinaya fikrad ku saabsan shaqaalaha aad soo ahaan jirtay.

Talaabada

5aad Radinta shaqada

Marka aad haysato arjiga shaqada oo dhan, waxaad diyaar u tahay in aad raadiso shaqo. Meelo badan oo shaqooyin laga raadiyo ayaa jira. Meelahan soo socda ayaa laga yaabaa in kuu fududeeyaan mesha aad ka bilaabi lahayd.

- **Qaraabadaada ama asxaabtaada**—dadka aad taqaan ayaa laga yaabaa in ay maqlaan meel shaqo ka banaan tahay. Taas waa mida ugu sahlan ee loo helo shaqadaada ugu horeysa.
- **Joornaalka**—waxa aad ka helaysaa meesha ay ku qoran tahay “CLASSIFIED” oo lagu soo qoro shaqooyinka banaan. Aad ayay u fiican tahay maadaama aad ka ogaanayso noocyada shaqooyinka kala duwan ee banaan. Xayeysiiku waxa uu isugu xigaa sida xarfuhu ay u kala horeeyaan iyo noocyada shaqada. Tusaale ahaan, “Education”(Waxbarasho) waxaa ku hoos qoran shaqooyinka macalimiinta; “General Service” (Adeegyada Guud) waxaa ku hoos qoran shaqooyinka huteelada nadaafadooda oo kale, dareewalada, farsamada gacanta iyo wixii la mid ah.

- **Telefoonka shaqooyinka**—hay'adaha waaweyn qaarkood waxa ay leeyihiin telefoon la wici karo oo kuu sheegaya warbixin joogto ah oo ku saabsan shaqooyinka ka banana.
- **Bandhig shaqo**—waa hab fiican oo loola kulmi karo hay'ado badan oo u baahan shaqaale, kuwaas oo hal meel isugu wada yimi. Waxaad ka qaadan kartaa warbixino badan oo kala duwan adigoo isbaraya.
- **La taliyaha shaqooyinka**—waa dad ku takhasusay in ay caawiyaan dadka shaqo raadiska ah. Haddii aad ka mid noqoto qorshayaasha tababarada qaarkood, qorshahaas ayaa kuu sameyn kara qof kaa caawiya sidii aad shaqo u heli lahayd adigoo isticmaalaya tababarka hada lagu siiyay. Haddii aad heshay warqada sharciga 30kii maalmood ee ugu dambeeyey, waxa laga yaabaa in aad ka qayb qaadan karto qorsheyaashaas kaa caawinaya sidii aad u heli lahayd jago bilow ah.
- **Xarunta shaqaaleynta:** Gobolka Minnesota waxa uu leeyahay xafiis la yiraahdo Work Force Center oo ku yaala gobolka oo dhan. Xaruntaas waxay u adeegtaa dadka shaqada raadinaya. Xarumahaas waxa ay bixiyaan adeegyo badan oo lacag la'aan ah ama aad u qiimo yar. Waxaad ka qayb qaadan kartaa marka aad hesho warqada shaqada EAD. Xarunta shaqaaleynta ee Gobolka Minnesota waxaad ka heli kartaa internetka cinwaankan <http://www.mnworkforcecenter.org> waxaad ka helaysaa warbixino joogto ah oo ku saabsan shaqooyinka banaan. (Fiiri qaybta warbixinada faahfaahsan haddii aad u baahan tahay xarumaha oo dhan meesha ay kaga yaalaan magaalooyinka mataanaha ah.)
- **Cinwaanada internetka**—waqtigan cusub ee looyaqaan cimriga kombuyuutarka waxaa jira cinwaanada internetka ee lagu xayeysiiyo wax walba oo socda. Hay'adaha iyo xafiisyada badankood waxay lee yihiin cinwaan internet oo ay ku soo qoraan hadba shaqooyinka ka banaan.
- **Barnaamijyada tababarka shaqada**—waxaa jira hay'ado badan oo lacag kugu siinaya in aad shaqada u tababarato. Tusaale ahaan: Fairview University Hospital waxa uu bixiyaa nursing assistant training program oo ah barnaamij lagu tababarayo sidii aad ku noqon lahayd kalkaaliye caafimaad. Waxa barnaamijkaas la bixiyaa 2 ama 3 goor sanadkii waxaana ay qaataan qofka ku guuleysta qiimeynta intixaanada assaasiga ah ee luqadda ingiriiska. Abbot Northwestern Hospital waxay iyaguna leeyihiin barnaamijyada tababarida shaqaalaha oo ku saabsan shaqooyin ama jagooyin badan ee cusbitaalka ka soo baxa.
- **Hay'adaha Kumeel gaarka**—waa hay'ado u shaqaaleeya si ku meel gaar ah. Hay'adahaas waxa ay shaqaalaha siiyaan fursad ay isugu maraan shaqooyin kala duwan, iyo in ay haya'da aad u shaqaynayso u hesho fursad ay ku arkaan shaqada kugu fiican.

Codsiga shaqada

- Dooro oo codso shaqooyin kala duwan. Waa shaqo raadis caadi ah oo ku siinaysa in aad fursad u hesho kulan waraysi ah si aad go'aan uga gaarto haddii shaqooyin badan lagu soo bandhigo. Hal mar wada codsiga shaqooyinka badan waxa ay kuu siyaadinaysaa fursadaha helitaanka shaqooyin.
- Xitaa haddii aad shaqooyin badan hal mar wada dalbato, waxa ay qaadan kartaa mudo dheer inta lagaaga soo jawaabayo. Ha niyad jabin haddii aad shaqo waydo markiiba Haddii aad raadinaysay waqti dheer, waxaa laga yaabaa in aad u baahan tahay in aad dib ugu noqoto arjigaaga shaqooyinka si aad u hubiso in khibrada iyo shaqada lagaa rabaa ay ku haboon yihiin kuwa kuu qoran.

Arjiga Codsiga Shaqooyinka

Waqti fiican isa sii marka aad buuxinaysa arjiga codsiga shaqooyinka si aad si fiican ugu qorto wixii lagaaga baahan yahay. Badanaaba hay'adaha oo dhan waxa ay leeyihiin arji iyaga u gooni ah. Warbixinta guud waa la iska raabaa

TUSAALE APPLICATION FORM

Pertinent Information Date _____

Name (Last) _____ (First) _____ (Middle) _____ Social Security Number _____

Current Address (Street) _____

(City) _____ (State) _____ (Zip) _____

Permanent Address (Street) _____

(City) _____ (State) _____ (Zip) _____

Home Telephone (including area code) _____ Work Telephone (or other alternative number) _____

Are you 18 or older? Yes No Have you been known by another name? Yes No
If yes, what _____

Have you applied at [redacted] before? Yes No
If yes, when _____

Are you acquainted with anyone who is or was employed by [redacted]? Yes No
If yes, who _____

Have you ever worked for [redacted] before? Yes No
If yes, why did you leave _____

How did you hear about [redacted]'s employment opportunities? _____

HR 273B 4/98

Employment (Please give as accurate job title and previous employment record. Start with your present or most recent employer.)

Employer _____ Telephone _____

Address _____

Supervisor's Name and Title _____

Weekly Rate _____ Employment (Start/End) _____
Starting _____ First _____ First _____ To _____

Describe the work job duties (include skills and equipment used) [redacted]

Explain your reasons for leaving _____

May we contact this employer? Yes No (If no, why not?) _____

Education

High School	Name and Address _____		
Years Completed 1 2 3 4	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study _____	Degree Earned _____
College/Vocational	Name and Address _____		
Years Completed 1 2 3 4	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study _____	Degree Earned _____
Other	Name and Address _____		
Years Completed 1 2 3 4	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study _____	Degree Earned _____

Have you completed any other courses or training programs that would impact your work at [redacted]? Yes No (If yes, please explain) _____

laakiin waxa laga yaabaa in arjiyadu kala yara duwan yihiin. Sidaas ayay muhiim u tahay in aad arjigaaga shaqada sii diyaarsato si aad uga guuriso warbixinta lagaa rabo oo dhan adigoo ka guurinaya arjiga shaqada kuna guurinaya arjiga codsiga shaqada. Xataa marka aad buuxiso arjiga codsiga shaqada waxaa laga yaabaa in aad ku lifaaqdo arjiga shaqada oo aad labadaba dhiibto. Waa in aad saxaexdaa arjiga codsiga shaqada si aad u xaqiijiso in warbixinta ku qoran ay sax tahay.

Warqada faahfaahinta

waa muhiim marka aad boostada ku dirayso arjigaaga shaqada adigoo codsanaya shaqo aad ka aragtay joornaalka ama meel kale oo kugu kalifaya in aad shaqada ku dalbato adigoo ku diraya boostada. Warqada faahfaahinta waxa aad raacinaysaa arjigaaga shaqada. Waxa ay faah faahinaysaa sababaha ay shaqadu muhiim kuugu tahay iyo sababta adigu aad ugu fiican tahay jagadaas. Waxa ay ku siinaysaa fursan aad isaga bixiso warbixin adiga kugu saabsan oo khuseeya shaqada aad codsanayso.

Marka lagu waraysanayo

Isdiyaarintu waxa ay kugu caawinaysaa sidii aad diyaar ugu noqon lahayd waraysiga lagula yeelanayo. Waxaa laga yaabaa in ay kuu fududaato haddii qof aad taqaano aad ku sii tababarato (qof aad asxaab tihiin, la taliyaha shaqada ama social workerka). Taas waxa kale oo ay kuu sahlaysaa in aad isku kalsoonaato kuuna kordhiso fursadaada aad ku helayso shaqada. Isku day in aad waqti hore timaado meesha lagugu waraysanayo. Laakiin isku day inaad 15 daqiiqo kaliya aad soo hor marto hadii aan lagaa rabin in aad arji buuxiso. Haddii aad buuxinayso arji isku day in aad waqti fiican soo hor marto si aad uga gaarsiiso.

Sii diyaarso warbixinada lagaaga baahnaan karo marka aad wareysiga marayso.

- Koobi badan ka soo sameyso arjigaaga shaqada
- Soo qaado cadayn in aad wadanka ka shaqayn karto (laysankaaga, iyo Social Security card, ama warqada shaqada iyo Social Security Card.)
- Soo qaado liiskaaga tixraaca iyo wixii warqad amaan kaa bixinaya
- Haddii aad haysato koobiga shahaadooyinkaaga, laysanadaada, iyo ama wax



kasta oo muhiim u noqon kara shaqadan aad rabto waxaa fiican in aad horey u soo qaadato

- Soo qaado qalin iyo warqad si aad wax ugu qorato, ama haddii lagu waydiiyo warbixino siyaado ah oo aadan markaa haynin laakiin aad usoo diri karto.

Waqti fiican isa sii wareysiga kahor si aad uga sii fakarto khibrada aad u leedahay shaqada iyo dhiirigelinta in shaqada lagu siiyo. Guud ahaan, qofka ku waraysanayaa waxa uu ku waydiin doonaa su'aalo adiga kugu saabsan, khibradaada, aqoontaada, xirfadaada iyo dhiiri gelinsanaantaada iyo sababta aad u aaminsantahay in aad shaqada u qalanto. Xusuusnow in waraysigu uu yahay fursad aad ku sheeganayso sababta aad u tahay qofka shaqadan loogu talo galay.

Waqtigaaga qaado si aad uga fakarto su'aal kasta oo lagu waydiiyo inta aadan ka jawaabin. Muuji waji furan oo tusaya in aad tahay qof shaqada ku haboon, waxbaranaya diyaarna ah. Haddii aadan hubin su'aasha lagu waydiiyay, ha ka cabsan in aad faahfaahin waydiiso si aad u fahanto.

Wadankan Maraykanka qofka ku waraysanayaa waxa uu kaa filayaa in aad su'aalo waydiiso ku saabsan shaqada, taas oo cadaynaysa in aad xiiseynayso shaqada. Waxaa kale oo lagaa filayaa in aad u sheegto sababta aad ugu qalanto shaqada. Wadamada qaarkood waxaa loo qaataa in ay tahay xumaan laakiin wadankan waa wax loo baahan yahay.

SU'AALO LAGU WAYDIIN KARO MARKA LAGU WARAYSANAYO

- Shakhsiyadaada iiga waran.
- Maxaad ku fiican tahay maxaadse ku liidataa?
- Maxaad u rabtaa shaqadan?
- Maxaa ku dhiiri geliya?
- Qaybtee aad uga xiisaynaysaa shaqadan?
- Qaybtee ayaanad xiisaynaynin shaqadan?
- Wax su'aal ah ma qabtaa? (Su'aal aad waydiinayso marka qofka ku waraysanaya.)

Talaabada

6aad Haysashada shaqada

Marka shaqo lagu siiyo waad cusub tahay. Waxaa jira waxyaabo badan oo cusub oo aad baran doonto shaqo kasta oo aad bilowdo. Shaqo kasta oo cusub, ha ka cabsanin in aad dadka mas'uulka ah aad waydiiso wixii aad fahmi wayso ama hadii u baahan tahay caawimo.

Saameynta dagaalka iyo silica

Qaxootiga iyo dadka qaxootinimada raadinayaa waxa ay soo mareen silic iyo dhibaato ay sabab u tahay dagaalada ka socda wadankooda. Badidood waaxaa soo silciyay boliis, askar, qabiilo kale, iyo kooxo shufto ah. Waxaa jira qaxooti badan oo ilaa hada dhibaataysan sababahaas awgeed. Waxay dareemayaan xanuun badan, waxayna u dhaqmayaan si kaduwan sidii ay u dhaqmi jireen dhibaatooyinkaas soo gaaray kahor. Taas way niyad jabinaysaa marka ay shaqo rabaan in ay raadsadaan ama haystaan.

Haddii ay kugu dheceen dhibaatooyin badan dagaalada wadankaaga ka dhacay sida ay kuu saameeyeen daratood, haddana ay kugu adag tahay in aad seexato ama wax cunto, waxa laga yaabaa:

- In ay kugu adkaato seexashada habeenkii
- Hilib kugu kordho ama kaa dhaco
- Caro badan dareento ama rajo la'aan dareento
- Ilowshiiyo badan ama foajignaan daro
- Dareento in fikradahaaga aadan ilaalin karin iyo ilowshiiyo badan

Wax yaabahan kugu dhacayaa waa caadi. Micnaheedu maaha in aad waalantahay ama jiran tahay. Qof kastaa wuu dareemaa mid ka mid ah calaamadahaas. Laakiin haddii aad isku aragto labo ama sadex ka mid ah calaamadahaas ama mid kaliya oo aad kuu dhibaysa kugu na adkeynaysa nolol maalmeedka caadiga ah, la hadal qof ama raadso gargaar. Wadankan Maraykanka waxaa jira caawimaad badan oo loogu talo galay dadka dhibaatooyin badan soo qabsadeen.

Haddii aad isku aragto dhibaatooyinkaas mid ka mid ah, la hadal dhakhtar, qof shaqaalaha caafimaadka ah, ama qof saaxiibkaa ah oo kuu raadin kara meel lagaa caawiyo. Waxaa jira waxyaabo aad adigu isku qaban karto si aad u fiicnaato. Waa muhiim in aad caafimaadkaaga ka shaqayso, caafimaadkaaga si joogto ah u baartid, si joogto ah wax u cunto iyo in aad hurdo fiican hesho. Dhaqdhaqaaqa ama ciyaarahu waxa ay kaa yaraynayaan walwalka. Iska ilaali in aad khamro badan cabto. Wakhti fiican isa sii inta aad ka bogsanaysid. Isku dul qaado. Waxaad soo martay xaalado xun waxaanad u qalantaa in aad hesho xanaanada aad u baahan tahay.

Ol'olayn Shaqo

Shaqo kasta waxaa ay sameeyaan ol'olayn shaqo maalinta ugu horeysa. Ololahaas waxaa lagugu sheegayaa sidii aad shaqada u qaban lahayd, waxaa lagaa filayo in aad qabato malin walba, iyo xuquuqda aad leedahay shaqaale ahaan. Waqtigaas waxa uu noqon karaa mid walwal badan iyo hawl badan maadaama lagu siinayo warbixino tiro badan. Waxa laga yaabaa in lagu siiyo qoraalo badan oo aad soo akhrisato. Waxaa fiican haddii aad kala tashato qof Social worker-kaaga ah ama saaxiib ah si ay kuu fahansiiyaan waxyaabaha kugu adkaada oo dhan.

Xiliga tijaabada aad ku jirto

Shaqo kasta waxa ay ku galinayaan xili tijaabo ah. Ujeedadu waa in qofka shaqada ku siiyay uu helo fursad uu ku arko sida aad shaqada uga soo bixi karto ama ugu haboon tahay iyo in aad tahay qofka ay raadinayeen. Mudada aad tijaabada ku jirto waxay noqon kartaa 30 – 90 maalmood. Mudadaas gudaheed waxaa go'aan lagu gaari karaa in aadan ahayn qofka shaqada ku haboon waana lagaa eryi karaa shaqada sabab la'aan. Mar marka qaarkood waxaa laga yaabaa in marka aad dhaafto mudada tijaabada ee aad noqoto shaqaale joogto ah, in lacagta lagu badiyo. Waxa warbixintaas oo dhan lagugu siinayaa marka aad marayso ololaha shaqaalaha cusub. Haddii shaqada lagu rukhseeyo adigoo dhaafay xiliga tijaabada, waa in lagu siiyaa sababta rukhseeyey oo qoraal ah mudo 5 maalmood gudahood ah. Waa in aad codsataa qoraalkaas mudo 5 maalmood gudahood ah, haddii kale lagu siin maayo, xaqna uma yeelanaysid sharci ahaan. Adiga iyo madaxdaada ayaa isku afgaran kara sababaha rukhseynta.

Haddii aad dareento in si xun laguula dhaqmay, waxaad la xiriiri kartaa goboka Minnesota xafiiska shaqaalaha iyo warshadaha, unuga sinaanta shaqaalaha ee telefoonkoodu yahay 651-296-2282 ama 1-800-342-5354 ama ka eeg internetka <http://www.doli.state.mn.us> waxaad ka heli kartaa faahfaahin dheeraad ah oo ku saabsan aaminka shaqada, sinnaanta, dhaawaca ka dhaca shaqada, jeega ugu dambeeya iyo fasaxyada aadan wali isticmaalin.

Muhiimada imaanshaha iyo waqtiga

Qaxootiga ku cusub wadanka mareykanka waxa ay inta badan ka cawdaan waqtiga wadankan. Marka aan ka hadalno shaqooyinka siiba kuwa loo yaqaan "Entry Level" ama jago hoose, waqtigu waa mid aad u xadidan oo muhiim ah. Shaqooyinkaas waa kuwa inta badan ay qaxootigu helaan marka ay wadanka ku cusub yihiin. Lama ogola in aad shaqo ka soo daahdo sababtoo ah waxaa xumaanaya xiriirka adiga iyo madaxdaada idinka dhexeeya iyo kan adiga iyo shaqaalaha kale ee shaqaynaya. Tusaale ahaan: Haddii lagaa rabo in aad shaqada joogto 8da subaxnimo, waxa madaxdaadu kaa filayaan in aad diyaar shaqadaada u tahay 8da subaxnimo. Waxa jirta mar mar khaas ah oo lagu ogol yahay in

Waxyaabaha laga filayo shaqaale kasta

- Ha ka soo daahin shaqada
- Waji furan muuji
- Su'aalo waydii si aad u fahanto shaqada
- Shaqadaada ka soo bax
- Shaqaalaha si fiican ula dhaqan
- Ixtiraam dadka kale
- Xumaato ha u geysan qof kale
- Si haboon u soo labiso
- Raac sharciyada aaminka
- Telefoonka ha isticmaalin waqtiga shaqada
- Si joogto ah u qabo shaqadaada ilaa fasaxaaga laga gaarayo.

aad wax yar soo daahdo. Haddii aad dhaafto tirada laguugu talo galay in aad soo daahdo, waxa laga yaabaa in shaqada lagaa eryo.

Saacadaha Shaqada

Iska hubso saacadaha lagaa rabo in aad shaqayso. Shaqooyinka ama jagooyinka qaarkood waxaa laga yaabaa in lagaa rabo in aad subaxnimada hore bilowdo, duhurkii, galabtii ilaa habeenkii ama habeenimo ilaa subaxnimo. Marka aad shaqada raadinayso raadso shaqo aad waqtigeeda ka soo bixi karto. Shaqooyinka qaarkoo waxaa lagaa rabaa ama filayaa in aad saacado dheeraad ah shaqeyso. Shaqooyinkaas waxa ay ku siinayaan lacag ka badan ta lagu siiyo waqtigaaga shaqada (lacagata aad caadiyan qaadata saacadii iyo nuskeed oo dheeraad ah.) haddii aad shaqeyso in ka badan 48 saacadood todobaadkii. Haddii aad xiisaynayso in aad saacado dheeraad ah shaqeyso si aad lacag dheeraad ah u hesho, la socodsii madaxdaada in aad jeclaan lahayd in aad saacado dheeraad ah shaqeyso si ay ula socdaan oo ay kuu siiyaan marka ay fursadu timaado. Inkasta oo Minnesota aanuu jirin sharci qoraya inta waqtiga nasashadu uu yahay, waxaa sharciyan khasab ah in shaqaalaha loo ogolaado in ay musqusha ugu dhow aadaan 4-tii saacadood hal mar, iyo in lasiiyo waqti fiican oo ay wax ku cunaan 8-dii saacadood hal mar. Sida caadada ah warbixintan waxaa lagu bixiyaa maalinta ugu horeysa shaqada.

Mushaharka iyo faa'iidooyinka

Marka aad shaqo bilaabayso waa in qofka madaxda kuu noqonayaa uu kuu sheega lagacta aad qaadan dooto saacadii ama mushaharkaagu inta uu noqon doono. Haddii aad ku shaqeyso saacad waxaad xaq u leedahay in lagu siiyo lacag faa'iido ah marka aad shaqeyso saacado ka badan kuwa laguugu talo galay. Haddii aad ku shaqeyso mushahar sanad ah waxaa laga yaabaa in aan wax lacag faa'iido ah aan lagu siin laakiin laguugu bedelo fasax. Haddii aadan hubin in aad saacad ku shaqeyso iyo haddii aad mushahar sanad ku shaqeyso, waydii qofka idin siinaya warbixinta ugu horeysa inta aadan shaqada bilaabin si ay kuugu faah faahiyaan. Sidoo kale waxaa lagu sheegayaa faa'iidooyinka aad xaq u leedahay ee ay shaqadaadu bixiso. Faa'iidooyinkaas waa kuwa kala duwan oo ku xiran hadba hay'ada aad u shaqeyso. Qaarkood waxa ay bixiyaan caafimaad, waxa kale oo ay bixiyaan lacagta marka aad hawlgab noqoto. Haka leexan in aad wixii su'aal ah ee aad qabto waydiiso madaxdaada, Social worker-kaaga ama qof kasta oo aad ka heli karto warbixin siyaado ah.

Fahan waxa ku qoran Jeegaaga

Markaad fahantid waxa ku qoran jeega shaqada lagaa siiyo, wuxuu kaa caawinayaa in aad qorshayn kartid xisbaadkaaga iyo sida aad u isticmaali lahayd lacagtaada, isla markaas la socon lahayd lacagta canshuurta ah ee lagaa goosto. Markaad heshid jeegaaga ugu horeeya waxay u badan in aadan fahmin waxa ku qoran iyo sida wax looga gooyo.

Shaqaalaha cusub marka qarkood waxay u maleeyaan inaysan helin lacagtoodii oo dhan ay todobaadkaas shaqaytayn. Si qalad ah baa laga yaabaa in loo daabaco jeegaagi, oo taasuna ay keentaa inay lacag ka yar ama ka badan in lagu siiyaa, sidaad darteed waxaan kuugu leenahay iska fiiri jeegaaga todobaad walba. Sida badan shaqaalaha cusub ma lasocdaan canshuuraadka laga jaro jeegaaga. Tusaale aya kor lagu soo qaatay sida jeegaaga u egyahay. Sida looqaray tusaalahaan waxaa laga yaabaa in uu ka duwan yahay, sida jeegaaga loo qoray, Laakiinse waa in ay isaga mid yihiin canshuurta joogtada ah ee qofkasta laga jaro. Haka cabsan in aad waydiisid qof yaqaan waxa jeegaaga laga jaro, sida Social workerkaaga, employment counselor ama asxaabtaadaba.

1	2	3	6	7	4	5	
Employee ID	Employee Name	Date	Vacation	Sick	Social Sec. No.	Start Period	End Period
	YOUR Name	2/15/01	20.2	8	123-12-1234	2/1/01	2/15/01
8	Earnings		Taxes 9		Deductions 10		Year-to-Date 11
	Rate	Hours	Amount				
	9.5	80	\$ 760.00				\$15,960.00
				FICA			\$ 239.40
				Med.	\$ 11.40		\$ 1,037.40
				S.S.	\$ 49.40		\$ 2,394.00
				Federal	\$114.00		\$ 638.40
				State MN	\$ 30.40		\$ 1,160.25
					Medical	\$ 55.25	\$ 231.42
					Dental	\$ 11.02	
12	TOTAL		\$ 760.00			\$ 66.27	
							13 \$ 488.53

1	2	3	6	7	4	5	
Aqoonsi shaqaale	Magaca Shaqaale	Taariikhda	Fasax	Fasax jiro	Social Sec. No.	Laga bilaabo	Ku eg
	Magacaaga	2/15/01	20.2	8	123-12-1234	2/1/01	2/15/01
8	Dakhli		Canshuur 9		Ka jarid kale 10		Sanadkan ilaa iyo hadda 11
	Saacadii	Saacadood	Caddad				
	9.5	80	\$ 760.00				\$15,960.00
				FICA			\$ 239.40
				Med.	\$ 11.40		\$ 1,037.40
				S.S.	\$ 49.40		\$ 2,394.00
				Federal	\$114.00		\$ 638.40
				State MN	\$ 30.40		\$ 1,160.25
					Caafimaad	\$ 55.25	\$ 231.42
					Ilkaha	\$ 11.02	
12	Isu gayn		\$ 760.00			\$ 66.27	
							Dakhli saafi ah 13 \$ 488.53

1. **Aqoonsi shaqaale:** Badanaaba shaqaalaha cusub oo dhan waxaa la siyaa number aqoonsi ah. Mararka qaarkood, social security-ga ayaa laga dhigaa nambarkaas.
2. **Magaca shaqaale:** Magacaaga oo cadaynaya in aad jeega leedahay
3. **Taariikhda:** Taariikhda tilmaamaysa xiliga jeega la daabacay
4. **Laga bilaabo:** Taariikhda laga soo bilaabay jeega. Inta badan, waxay noqotaa bisha kowkeeda ama bisha 16keeda. Shaqooyinka badanaa waxay siiyaan shaqaalaha laba jeeg bishii. Meelaha qaarkood waxay siiyaan labadii todobaadba jeeg.
5. **Ku eg:** Taariikhdaan oo sheegaysa todobaadka dhamaadkiisa. Badanaaba waxay noqotaa 15ka bisha ama maalinta bisha ugu dambaysa, ama hubaal labo todobaad ka dib.
6. **Fasax:** Tusaalaha kor ku qoran, qofkaas waxa u ururay 20.2 saacadood oo fasax ah. Iyadoo la eegayo shuuruucda fasaxa, qofkaas waxa dhici karta ama aan dhici karin in uu isticmaalo saacadaas fasaxa ee u ururay ilaa hadda.
7. **Fasax Jiro:** Tusaalaha kor ku qoran, waxaa u ururay 8 saacadood oo fasax jiro ah. Waqtigaas isticmaalkiisa oo ku xiran sharciyada shaqada siday noqdaanba, waxaa laga yaabaa in aad isticmaali kartid, ama aadan isticmaali karin saacadahaas.
8. **Dakhli:** Qodobada badan ayaa hoos yimaada arintan.
 - **Qiimaha:** Qiimaha oo laga wado intaad ku shaqeysid saacadii, tusaalaha kor ku qoran waa \$9.50 saacadii.
 - **Saacadaha Shaqada:** Tan waxa ay ku tusaysaa inta saacadood ee aad shaqaysay mudadan. Tusaalaha kor ku xusan, qofkaas waxa uu shaqeeyey 80 saacadoo.
 - **Lacagta:** lacagta marka la isku daray waxa ay noqotay 760.00.
9. **Canshuur:** Waa in shaqadaadu kaa goysaa canshuur.
 - Med:** Canshuur loogu tala galay caafimaad oo laga rabo qof walba.
 - S.S:** Canshuurtii social security-ga oo looga baahan yahay qof walba.
 - Federal :** Canshuurtii dowlada sare oo looga baahan yahay qof walba.
 - State MN:** Canshuurtii gobalka oo looga baahan yahay qof walba.
 Su'aal hadaad qabtid, waxaad wici karta Minnesota Department of Revenue: 1-800-657-3594. Wixii su'aal guud ahna waxaad kala xiriirtaa Minnesota Tax 1-800-652-9094. Su'aalaha canshuurta dowlada sare waxaad kala xiriiri kartaa 1-800-829-1040.
10. **Ka jarid kale:** Waxaa kaloo laga yabaa in canshuur kale lagaa jaro. Tusaalaha kor ku qoran, wuxuu muujinayaa in laga jaray caafimaad guud iyo ilkaha.
- 11.

Badanaaba shaqada waxaa laga yaabaa in ay kaa bixiyaan qayb ka mid ah caafimaadkaaga.

Ogaysiis: Haddii aad qaadnaysay taakuleyn caafimaad sida General Assistance Medical Care (GAMC), or Medical Assistance (MA), waxaa laga yaabaa in aan lagu ogalaan qaybaha caafimaadkaas, saboobtaas oo ah dakhligaaga oo batay. Waydii shaqadaada in lagu ogal yahay in aad heli karto caafimaad iyo nooca caafimaadka aad heli karto, ama waydii shaqaalaha degmada aad dagan tahay inaad caafimaad ka heli karto, sida Minnesota Care oo aad kala xiriiri kartid **651-297-3862**.

11. Sanadkan ilaa hadda : Taariikhdaad bilowday shaqada ilaa iyo maanta inta lacag aad shaqaysay. Waxaa kaloo ku qoran canshuuraha lagaa goostay oo dhan ilaa iyo maanta, ayadoo qayb walba gooni u qoran tahay.

12. Isu gavn : Isku darkii canshuurta iyo mushaarkaagaba ilaa iyo maanta, sida kor ku qoran.

13. Dhakhli saafi ah: Markii lagaa gooyo canshuur walba iyo wixii kaloo lagaa goyn lahaa oo dhan, waxa kaaga soo haraya mushaarkaaga saafiga ah.

Fasax qaadashada (Xanuun iyo fasaxa aad xaq u leedahay)

Marka ugu horeysa ee aad shaqo bilaabayso ayaa waxa lagu ogaysiinayaa sida fasaxa loo dalbado. Waxaa jira fasaxyo kala duwan waana kuwa hoos ku sharaxan.

Jiro: Haddii aad jirato oo aadan shaqo aadi karin, waa in aad wacdaa qofka madaxda kuu ah ama qofka mas'uulka ah si aad ula socodsiiiso. Waa muhiim in aad la socodsiiiso qofka madaxda kuu ah in aad jiran tahay oo aadan shaqo imaan karin. Qofka madaxda kuu ah wuu kugu xisaabtamayaa adiga iyo shaqada aad u qabanayso, sidaas daraadeed waxaa laga yaabaa in ay raadsadaan qof kale oo shaqada sii qabta ilaa inta aad ka soo noqonayso. Haddii aad jiran tahay in ka badan mudo dhowr maalmood ah, waxaa laga yaabaa in lagaaga baahdo warqad cadayn ah oo dhakhtar soo qoray.

Fasaxa aad xaq u leedahay: Shaqooyinka badankood wadankan Maraykanka waxa ay bixiyaan labo todobaad oo fasax ah sanadkii. Laakiin waxaa laga yaabaa in lagugu xiro in aad shaqeyso bilo badan si aad fasax u qaadato.

Fasaxa lama filaanka ah: Shaqaaluhu waxaa laga yaabaa in ay fasax qaataan si dhakhso ah haddii arin lama filaan ah sida xanuun ku dhaca qof qoyskaaga ka mid ah ama geeri timaado.

Fasaxyada kale: Waxaa kale oo aad qaadn kartaa fasax kuu gaar ah haddii aad leedahay saacado fasax oo kuu diwaan gashan ama saacado jiro oo kuu diwaan gashan.

Qiimaynta wax qabadkaaga

Waxaa laga yaabaa in lagu sheego in la qiimayn doono waxtarkaaga iyo wax soo saarkaaga. Madaxdaada waxaa laga yabaa in ay sameeyaan qiimaynta waxtarka shaqaalaha waqtiyo kala duwan sanadkii. Waxaa laga yaabaa in lagu sameeyo qiimaynta shaqada sidii lagaaga dhigi lahaa shaqaale rasmi ah oo wax soo saar leh. Lix bilood ka dib ayaa laga yabaa in lagu sameeyo qiimayn kle. Qaarkood waxay sugaan ilaa iyo intaad sanad shaqadaada la joogtid, ama markay rabaan in lagu badalo qayb kale, ama lagu dalaciyo. Tasoo aad ku heli karto in mushaarka iyo caafimaadkaaga lagu badiyo mudo ka dib markaad qabato shaqo wanaagsan. Ama marka madaxdaadu dareemaan shaqada aad qabato inay kuu siyaadiyaan lacagta aad qaadato. Mar walba waxaa fiican in mudo ka dib aad ka codsatid in la qiimeeyo wax soosaarkaaga, si laguugu badiyo lacagta. Waa wax ku cusub dadka wadanka weli aan la qabsan iyo dadka cusub. Si tusaale ahaan ah ayaa fiican in aad saaxiib u waydiisid, inta aadan u tagin madaxdaada hadaadan hada ka hor waydiisan qiimaynta waxtarkaaga. Ka fakir inta aadan la hadlin madaxdaada waxaad ku oran laheyd iyo waxtarkaaga siduu u batay. Tusaale u soo qaado waxyaabaha aad baratay iyo siday wax soo saarkaaga ay u badashey.

Khilaafka iyo sida loo

xaliyo: Madaxda, shaqaalaha iyo sharciyada u yaalo

Khilaaf baa idin ka dhex dhici kara adiga iyo shaqaalaha kale. Haddii aad si degen xal ku gaari kari waydaan qofka kale shaqaalaha ka mid ah, la socodsii madaxdaada waxa idinka dex dhacay. Kala tasho, kuna dadaal sidii aad u xalin lahaydeen arintaas.

Haddii aadan awaxba ka garan sharciyadooda la xiriir Minnesota Department of Labor and Industry Investigative Services (Xafiiska shaqaalaha gobolka Minnesota):
Hadii aad dareentay in cadaalad xumo laguula dhaqmay, waxaad la xiriiri kartaa Gobalka Minnesota qaybta shaqaalaha iyo warshadaha siiba qaybta adeega baaritaanka; ama Midab takoorka iyo aflagaadada
651-297-5797;
dhaawaca shaqada la xariir
651-296-2432;
Wakaalada lacagta shaqo la'aanta
651-297-2177;
Xafiiska Ururinta Canshuurta
651-644-7515

Haddii aad tahay qaxooti ama qof wadanka sharci ka qaatay qabtidna su'aalo khuseeya sharciyada shaqooyinka, adiga ama madaxdaadu waxa aad la xiriiri kartaan Xafiiska Canshuuraha ama Canshuur Celinta
(202) 616-5594

Haddii xaaladu isbedeli waydo, waydiiso madaxdaada in ay kuu badalaan qeyb kale ama waqtigaaga kuu badalaan. Haddii madaxdaadu ay wali wax ka qaban waayaan xaalada, ku noqo oo akhri sharciga hay'ada. Xafiiska shaqaalaha ayaad ka heli kartaa sharciyada hay'ada kaas oo aad dalban karto. Haddii aadan awaxba ka garan sharciyadooda la xiriir Minnesota Department of Labor and Industry Investigative Services (Xafiiska shaqaalaha gobolka Minnesota): **651-297-5797**.

Xuquuqda Shaqaalaha: Sharciyada khuseeya nidaamka, midab-takoorka, handaada dumarka iyo wixii la xariiro

Waxaa jira sharciyo kala duwan oo ilaalinaya xuquuqda shaqaalaha ee wadanka Mareykanka. Shaqaalahu waxay leeyihiin xuquuq ay ku sameysan karaan urur u hadla. Shaqadaada laguma midab takoori karo, da'daada, jinsiyadaada, midabkaaga, wadankaaga hooyo, diintaada iyo waxaad qiimaysid ama awoodaada (curyaanimada). Waxaa kaloo jira sharciyo ku saabsan handaada dumarka. Haddii aad dareento in lagu aflagaadeeyey ama lagu xumeeyey, waxaad xaq u leedahay in aad dacwoto. Haddii qof aan madaxdaada ahayn ku aflagaadeeyo si deg deg ula socodsii madaxdaada, si ay u wax uga qabtaan sida ugu dhakhso badan. Haddii xumaan aadka dareentid madaxdaada, dacwad ka xaree shaqadaada. Haddii aadan aqoon sida loo dacwoto waxaa la xiriiri kartaa Gobalka Minnesota shaqaalaha iyo Warshadaha ee numberkoodu yahay **1-800-342-5354**.

Talaabada

7 aad

Markaad rabsid in aad ka tagto shaqo

Qof nasiib badan baa tahay haddii ay noqoto shaqada kuugu horeyso mid wanaagsan, oo ah mida aad radinaysad kuna raagto. Shaqo kasta aad bilaawdo waxbaa ka baran, tasoo kordhinaysa waaya aragnimadaada aad ku leedahay shaqooyinka wadankaan. Waxaa laga marmaan ah in aad taqaanid una leedahay waayo aragnimo sida aad uga tagi kartid shaqadaada. Shaqo kasto aad ka soo shaqaysay waxay noqon kartaa mid laga waraysan karo wax soo saarkaagi, iyo dabeecadaadi. Shaqadaa raajicisidba waxay fiirinayaan in ay la xiriiri karaan, waraysina la yeelan karaan shaqooyin kaagi hore, ayagoo filaya in ay ka helaan akhbaar fiican oo kugu saabsan xaaladaada shaqo.

La socodsii shaqadaada in ka tagayso

Qasab ma aha in aad u sheegtid shaqadaada in aad shaqo kale raadineysid. Xaq baa u leedahay in aad raadsatid shaqo ka sareesa shaqadaan, kana fiican xaga lacagta iyo caafimaadka, isla markaana aad ka heli karto khibrad fiican. Si kastaba ha

ahaatee, marka ugu horeysa aad goosatid in aad ka tagtid shaqadaada horey ula socodsii waqtiga aad filanayso in aad ka tagi doontid shaqada, aad bay muhim u tahay in aad wakhti sii siisid shaqadaada. Ayadoo lagaa raba in aad dagniiintaas qoraal ku qorto, si aan af is garanwaa u dhicin, waqtiga aad ka tagayso shaqadaada. Warqadaas dagniiinta ah badso oo mid ka reebo.

Sidaan xiriirka idin ka dhexeeya adiga iyo madaxda shaqadaada uusan u xumaan sii wakhti ilaa iyo labo isbuuc ah, una xaqiiji maalinta kuugu dambayn doonta shaqadaan. Wakaaladaha iyo warshadaha qaar kood waxay ka helaan in ay kaa helaan ilaa iyo mudo bil la'eg siday qof ku bedala u helaan. Hadii aad ku laheyd shaqadaan fasax lacag laguugu siiyo, waxaa lagaaga baahan yahey in aad siisid wakhti fiican sidii laguugu diyaariyo intaandan shaqada ka tagin. Hadii aad iska tagtid oo aadan dagniin siin shaqada wakhtiga aad ka tagi doontid, waxay u badan tahay in uu tifaale xun kaa bixiyo hadii meel kala shaqo ah lago soo waco ayadoo lawaydiinayo wax soosaarkaagii, dabeecadaad dadka kale kula dhaqmi jirtay iyo asluubtii shaqaalaha looga baahnaa. Taa soo ku tusaysa in ay tahay asluub fiican iyo waji wanaag markaad la socod siiso madaxdaada in aad ka tagi doontid adoo tixgalinaayo shaqadaadi, iyo waajibaadkii lagaaga bahnaa. Isla markaana qasab ma'aha in aan u isticmaasho tixraac iyo tusaale qoraal ah kana sheekaynayo shaqadaadi iyo dadaalkaagi, laakiinse kuu sahli karo shaqo baaris iyo helideedba.

Sida loo waydiiyo tixraac kaa hadlayo madadaada

Balan la suubso madaxdaada wakhti go'an iyo hadii ay kuu suubin karaan warqad faahfaahin ah oo ka hadlayso wakhtiguu shaqada kaa dhamaatey iyo ilaa intaad ka shaqaynayse ra'yigoodu siduu ahaa. Adoo isla markaana u mahad noqoya madaxdaada wakhtii ay ku shaqaaleeyeen, iyo waxaad ka barateyba. Lano soco in uu yahay markaas wakhtiga ugu fiican oo la waydiisto madaxdaada iyo kuu qoraan warqad kaa faahfaahineysa oo tilmaamayso waxtarkaagi, hadii aad u baahato shaqo kalena ku anfici doonto.

Warbixin Guud

Xafiisyada Social Security Administration-ka
Internet-ka <http://www.ssa.gov>

1103 Broadway Alexandria, MN 56308-2529	990 W 41 st Street, Suite 69 Hibbing, MN 55426-2200
404 2 nd Street NW Austin, MN 55912-3010	1550 Mankato Place 12 Civic Center Plaza Mankato, MN 56001-3616
520 4 th Street NW Bemidji, MN 56601-2900	1210 East College Drive Marshall, MN 56258-2076
2215 South 6 th Street Brainerd, MN 56401	1811 Chicago Avenue Minneapolis, MN 55404-1998
3220 County Road 10 Brooklyn Center, MN 55429-3063	401 16 th Avenue NW, Suite 104 Rochester, MN 55901-1854
400 First Bank Place 130 West Superior St., Suite 400 Duluth, MN 55802	Federal Building, Room 130 720 W St. Germain Street St. Cloud, MN 56301-3500
5212 Edina Industrial Blvd. Edina, MN 55439	Federal Building, Room 185 316 Robert Street N St. Paul, MN 55101-1483
720 E. Blue Earth Avenue Fairmont, MN 56031-4047	53 East 3 rd Street, Suite 307 Winona, MN 55987

Social Security Administration Number: 1-800-772-1213

Goobta Shaqooyinka ee Magaalooyinka Mataanaha iyo nawaaxigooda

Haddii aad haysato warqada shaqada iyo Social Security nambarkaaga waxaad isticmaali kartaa adeegyada goobta shaqooyinka ee gobolka Minnesota. Minnesota siiba goobta shaqooyinka waxay leedahay cinwaan internetka ah: <http://www.mnworkforcecenter.org> oo aad ka heli karto dhamaan shaqooyinka banaan.

Ramsey County

Magaalada St. Paul

1. 494 Sibley Street,
St. Paul, MN 55101
Teleefoonka: 651-228-3283
2. Norwest Center
55 East 5th Street, 1st Floor
St. Paul, 55101
Teleefoonka: 651-296-6786
3. 2455 West University Avenue,
St. Paul, 55104
Teleefoonka: 651-642-0363

Anoka County

Magaalada of Blaine

Anoka County Human Service Building
1201 89th Avenue N.E., Blaine 55434
Teleefoonka: 612-783-4800

Dakota County

Magaalada West St. Paul

1. 33 East Wentworth,
W. St. Paul, 55118
Teleefoonka: 651-450-2667
2. 60 East Marie,
W. St. Paul, 55118
Teleefoonka: 651-552-5000

Magaalada Burnsville

14571 County Road 11,
Burnsville 55337
Teleefoonka: 612-997-4850

Hennepin County

Magaalada Minneapolis

1. 1200 Plymouth Avenue N.,
Minneapolis, 55411
Teleefoonka: 612-520-3500
2. 777 East Lake Street,
Minneapolis, 55407
Teleefoonka: 612-821-4000

Hennepin County North

Magaalada Brooklyn Park

7115 Northland Terrace, Suite 100,
Brooklyn Park, 55428
Teleefoonka: 612-536-6000

Hennepin County South

Magaalada Bloomington

4220 West Old Shakopee Road,
Bloomington, 55437
Teleefoonka: 612-346-4000

Hadii aad u baahadato caawinaad ku saabsan goobta Shaqooyinka ee gobalka Minnesota siiba kuwa ku qoran ama kuwa kaleba oo ku yaal gobalkaan iyo waxay kuu qaban karaan soo wac 1-888-438-5627

Warqado tusaale ahaan ah

Warqad tusaale ah oo loogu tala galay in aad ku taba baratid

Magaca _____
Cinwaankaaga _____
Magaalada _____ Gobolka _____ Zip Code _____
Teefoonkaaga _____

ULAJEEDAADA _____

AQOONTAADA SHAQO:

MEELAHA AAD KA SOO SHAQAYSAY

Magaca Shaqada _____
Wakhtiyada shaqada _____
Booskaagi _____
Waxaad ka qabatay _____

Magaca Shaqada _____
Wakhtiyada shaqada _____
Booskaagi _____
Waxaad ka qabatay _____

Magaca Shaqada _____
Wakhtiyada shaqada _____
Booskaagi _____
Waxaad ka qabatay _____

TACLIINTAADA

WARBIXIN SHAQEED: HADII LOO BAAHDO

(**Digniin:** Sii diyaarso liis magacyo ah oo aad siiso marka shaqo lagu wareysanayo.)

**Su'aalo siyaada ah kuna yaalo arjiga shaqada lagu raadsho
(copy forms to practice)**

Hada ka hor arji ma ka buuxisay shaqadaan? _____ Haa _____ May haday haa tahay

Xagee ka maqashay Shaqadaan (Hay'ada magaceeda)

Ma taqaanaa qof noo shaqeeya ama noo shaqeyn jirey (Hay'ada magaceeda)?

_____ Haa _____ May Hadaa ku jawaabtay haa; Magaciisa

Shaqo aadan qaban karin miyaa jirta? _____ Haa _____ May, Haddii haa:

Sharax _____

Haddii lagu qaato(Hay'ada magaceeda) Ma cadeyn kartaa in aad wadankan ka shaqayn karto? _____ Haa _____ May. Haddii May, Fadlan sharax:

Wax dambi ah wadankan ma ka sameysay? (Haku darin ganaaxa gaadiidka)

_____ Haa _____ May. Haddii ay haa tahay, fadlan sharax

Jagadee ayaad rabtaa?

_____ Waqti buuxa (36 saacadood ama wax ka badan todobaadkii)

_____ Waqti gaaban (36 saacadod ka yar todobaadkii)

Maalintee bilaabi kartaa? _____

Waqtigee jeceshahay in aad shaqeysid?

_____ Subaxnimo _____ Duhurkii _____ Fiidkii _____ Habeenkii _____ Todobaadka

Dhamaadkiisa

Haddii loo baahdo, safar ma aadi kartaa? _____ Haa _____ May

Haddii loo baahdo meel kale malaguu bedeli karaa? _____ Haa _____ May

Ma ku soo kordhinaysaa (Hay'ada magaceeda) wax xirfad ah, khibrad ah ama xiiso leh? _____

Sababteed u rabtaa in aad ugu shaqayso (Hay'ada magaceeda)? _____

Ma soo dhameysatay tababar ama waxbarasho kaa caawinaysa shaqada? ___Haa
___May Haddii aad haa tiri, fadlan sharax _____

QOF KAA WARBIXIN KARA (Haddii aadan hayn qof aad wada shaqeyseen, qof ku yaqaan).

Magaca/Jagada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____
Sidaad isku taqaanaan (Xagee isku barateen qofkan)

Magaca/Jagada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____
Sidaad isku taqaanaan (Xagee isku barateen qofkan)

Magaca/Jagada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____
Sidaad isku taqaanaan (Xagee isku barateen qofkan)

Magaca/Jagada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____
Sidaad isku taqaanaan (Xagee isku barateen qofkan)

SHAQOYINKA (Fadlan u buuxi si sax ah, shaqooyinka aad soo qabatay oo dhan. Ka bilow tan ugu dambeysay adigoo sidaa u sii wadaya. Ka sameyso koobi haddii aad u baahato.)

Magaca shaqada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____

Qofka madaxda kuu ahaa magaciisa _____
Lacagta aad qaadato todobaadkii _____ Mudada shaqada (Bisha/Sanadka) _____
Lacagta bilowga _____ Lacagtaad gaartay _____ Taariikhda bilowga _____ ilaa _____

Khibradaada qor:

Faahfaahi sabata aad shaqada uga tagtay? _____

Ma la xiriiri karnaa shaqadaas? _____ Haa May _____
Haddii ay tahay May, sheeg sabata? _____

Magaca shaqada _____ Telefoonka _____
Cinwaanka _____
Magaalada _____ Gobolka _____ Zip Code _____

Qofka madaxda kuu ahaa magaciisa _____
Lacagta aad qaadato todobaadkii _____ Mudada shaqada (Bisha/Sanadka) _____
Lacagta bilowga _____ Lacagtaad gaartay _____ Taariikhda bilowga _____ ilaa _____

Khibradaada qor:

Faahfaahi sabata aad shaqada uga tagtay? _____

Ma la xiriiri karnaa shaqadaas? _____ Haa May _____
Haddii ay tahay May, sheeg sabata? _____
