

COLLEGE AND CAREER READINESS

Getting a Job

Job APPLICATION

- All kinds: online, video, paper, and in-person
- Computer skills are a must
- Crime? Car Accidents? Fired?
- At least 2 references- (not family members) people who know how you work

Sample Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 and salary desired (2) _____
 (Be specific) _____

No Pref _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
 Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing Yes No _____ WPM 10-key Yes No _____ Word Processing Yes No _____ WPM
 Personal Yes PC _____ Other _____
 Computer No Mac _____ Skills _____

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Social Media

- 1 of the first things they do is check your social media
- Companies can and do get past your privacy settings
- Have a professional email with your name in it.

Example: john.w.smith@gmail.com

JOB INTERVIEW

- All kinds: in-person, on the phone, over video
- Research shows that interviewers reach a final decision in 4 minutes.
- Showing confidence and passion for the job will help you succeed

INTERVIEW SKILLS

- Punctual
- Dress 1 up (dress nicer than their attire)
- Smile
- Good posture
- Make eye contact
- Firm handshake
- Listen, be engaged
- Be yourself, your best self
- Know the company
- Ask questions
- Speak confidently about yourself and your ideas
- Be prepared: bring references, resume, & portfolio

ME IN 30 SECONDS

- List accomplishments, skills, character traits, and what you hope to accomplish.

Sample: "I am an upbeat, dedicated person. I have excellent communication skills and speak Chinese as well as English. I enjoy learning new things and applying all that knowledge in my every day life. I have worked managing positions, where I helped increase sales by 20%. I am also enjoying using the knowledge I have gained in marketing and creating websites. I know a lot about using social media to benefit a company, and I know that I would be a great asset to your company."

PRACTICE WITH A PARTNER

One of you is the employer and the other is being interviewed

Practice:

- Firm handshake
- Good posture
- Confidence
- Me in 30 seconds

- Then switch