

Job Application

Proper way to fill out

1. Make sure you write with a blue or black pen.
2. Write with neat legible writing.
3. Follow the directions exactly.
4. Make your statements positive. If you believe that answering a question might disqualify you, write "Will explain in interview."
5. Keep your options open. Do not state the salary you want. Write "Negotiable." If you are asked whether you will work nights, you can write "Will consider."

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City, State Zip

Alternate Address: _____
Street City, State Zip

Contact Information: () () _____
Home Telephone Mobile Email

How did you learn about our company? _____

POSITION SOUGHT: _____ Available Start Date: _____

Desired Pay Range: _____ Are you currently employed? _____
By Hour or Salary

EDUCATION

Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School		
College or University		
Specialized Training, Trade School, etc...		
Other Education		

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

Resumes

What is it?

Resume: A brief summary of your personal information education, skills, work experience, activities, and interests.

What should be on it?

1. Name and Address
2. Job Objective
3. Work Experience
4. Education
5. Honors and Activities
6. Special Skills and Abilities
7. References

What should not?

No negative information.

How to do a good one?

The best resumes are brief. Keep yours to one page. It must be typed or computer generated. It must be neat, and there should be no errors in spelling, grammar, or usage.



Before Interview

1. Make sure to have extra resumes to give to the people in the room.
2. Always tell them your name.
3. Practice before you get to the interview.
4. Arrive at least 15 minutes early.

Here are some smart ways to research a company before an interview:

1. Use the library to find books, magazines, and newspaper articles about the company.
2. Research competitors that affect the company's sales.
3. Visit the company's Web site for up to the minute information.
4. Talk to people that work for the company.



Interviewing

Keys for a successful one

Dress For Success

1. Make sure hair is clean and combed.
2. Shave.
3. Wear clean shoes.
4. Wear appropriate clothes, neatly pressed.

Body Language

1. Greeting Protocol: Establish eye contact. Firm handshake, and be sure to smile.
2. Show Interest: Lean forward slightly in your chair. Look at the interviewer, and listen to the questions.
3. Use Your Hands: Think about your hands as you speak. Don't clench your fists or bite your nails.
4. Departure Protocol: Be friendly as the interview closes. Shake the interviewer's hand.



Follow Up

What do you do after the interview?

At the end of the interview, you may be offered the job on the spot. If not, thank the interviewer and ask when he or she hopes to make a decision. You might say, "May I call you next week to hear your decision?"

Tying Up the Loose Ends

1. Jot down some notes. Did you speak clearly? Did you use Standard English? Show enthusiasm? Forget something important?
2. Send a follow-up letter soon-even the same day as the interview-in which you thank the interviewer, reinforce how your skills can benefit the company, and restate your continued interest in the job.
3. Don't forget to call back.



Getting a Job

Miguel De La Paz

Antonio Uno

Brianna Branch

Joanna Sigala

