



Applying for a Job

MCCTC Career Based Intervention

What am I going to learn today?

- How to ask for a job application form
- Personal facts that you will need to list on a job application



Preparing Job Application Forms

What is the purpose of a job application form?

- Name, home address, and phone number
- Job you are applying for
- Date you can start work
- Days and hours you can work
- Pay you want
- Whether or not you have been convicted of a crime



Activity

Create your own job application form. If you were a business owner and you needed to hire someone, what questions would you want the person applying for the job to answer on their job application?



Where can I get a job application form?

Visit the business that you want to apply to and ask for a job application form.

- Dress neatly
- Be polite
- Use correct grammar
- (no slang words)



Call to get a Job Application Form

You may have to call first before you can get an application.

- Use good phone manners.
- Speak clearly in Standard English, don't talk too fast
- Be polite
- Write down what you are going to say before you call.
- You have to leave a message make it short, speak clearly and slowly.
 - Give your name and phone number and tell them why you are calling.



Call to get a Job Application Form

- Say your name
- Tell why you are calling
- If the job is open, ask if you may apply
- Ask for a day and time to pick up an application and remember to say “thank you” when you pick the application form up.

Hello, my name is Traci Davis. I am calling about the job advertisement in todays “Salem Review” for a bank teller.



Get a Job Application Form on the Internet or Kiosk

Filling out a Job Application Form online or a kiosk

Same as filling out a paper Job Application

Important steps no matter what

- Take your time filling the application out
- Make sure every answer is neat, complete, and accurate

This is your chance to show a potential employer that you are neat and pay attention to detail.



Personal Fact Sheet

Cheat sheet that has all of the important information that you need to properly fill out a Job Application Form.

- Your name, address, and phone number
- Your date of birth
- Your drivers license number
- Your interests and hobbies
- Any awards you have won

Work you have done

- Name, address, and phone number of the place you worked.
- Name and phone number of your supervisor
- Job title
- Job tasks
- Starting and end dates when you worked there
- Starting and ending pay
- Reason you left the job

Personal Fact Sheet

- Schools you have attended
 - Graduation date
- Address and phone number of the high schools you have attended
- Dates you were there
- Courses that you took
- Places that you have lived

- Any accommodations you may need

References (at least three)

- Adults who know you well.
- Adult friends
- Teachers
- Counselors
- Past employers

No relatives or students

One More Thing!

Make sure your Application Form is perfect

- 1. Read the directions first**
- 2. Look through the entire application before you start to fill it out**
- 3. Write slowly and carefully**
- 4. Use black or dark blue pen**
- 5. SPELLING**
- 6. Do not leave any blanks.**
- 7. Sign your name in cursive writing.**