

Job Application Dos and Don'ts

MCCTC CBI Program



Introduction

- Job applications are an important first step in getting hired
- This presentation will cover key dos and don'ts for filling out applications
- Following these tips can help you make a great first impression

Company Name

Employee Application Form

Please answer each question as completely and honestly as possible.

Full Name: _____
Last First Middle

Address: _____
Street Address

City State ZIP Code

Personal email: _____

Phone Number: _____ Position Sought: _____

Applicable Licenses: _____

Are you legally allowed to work in the country? Yes No

Do you or will you ever need a visa to work in the country? Yes No

Current Salon: _____

Previous Employment: Specifically previous salons

Name: _____

Address: _____
Street Address

City State ZIP Code

Phone Number: _____

Reference Name: _____

Arrive Prepared - Part 1

- Bring the following documents:
 - Resume
 - Social security card
 - Driver's license

What other documents might be helpful to bring? Think about it.

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Address: _____
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Phone Number: _____

Reference Name: _____

Arrive Prepared - Part 2

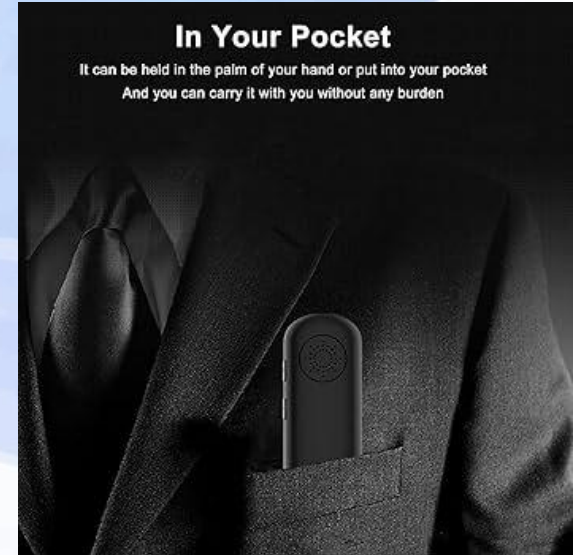
- Have this information ready:
 - Names & addresses of previous employers
 - Starting dates & salary information from previous jobs
 - Names, addresses & phone numbers of references

Why do you think employers ask for this information?

Bring the Right Tools

- Always bring:
 - Black pens (have extras)
 - Pocket dictionary (Internet)

Why might a pocket dictionary be useful when filling out an application?



Read Instructions Carefully

- Review the entire application before you begin
- Be sure to write your answers on the correct lines and in the right spaces

What might happen if you don't follow the instructions carefully?

Think Before You Write

- Consider your answers carefully before writing them down
- Make sure your information is accurate
- Double-check dates and other details



Why is accuracy important on a job application?

Complete the Application Thoroughly



Application for Employment

accommodations for persons with disabilities in the hiring process. If your disability
ase let us know, and we will provide assistance.

g Date of Application Date Available

First Name Middle Initial

City

ou 18 years of age or over?

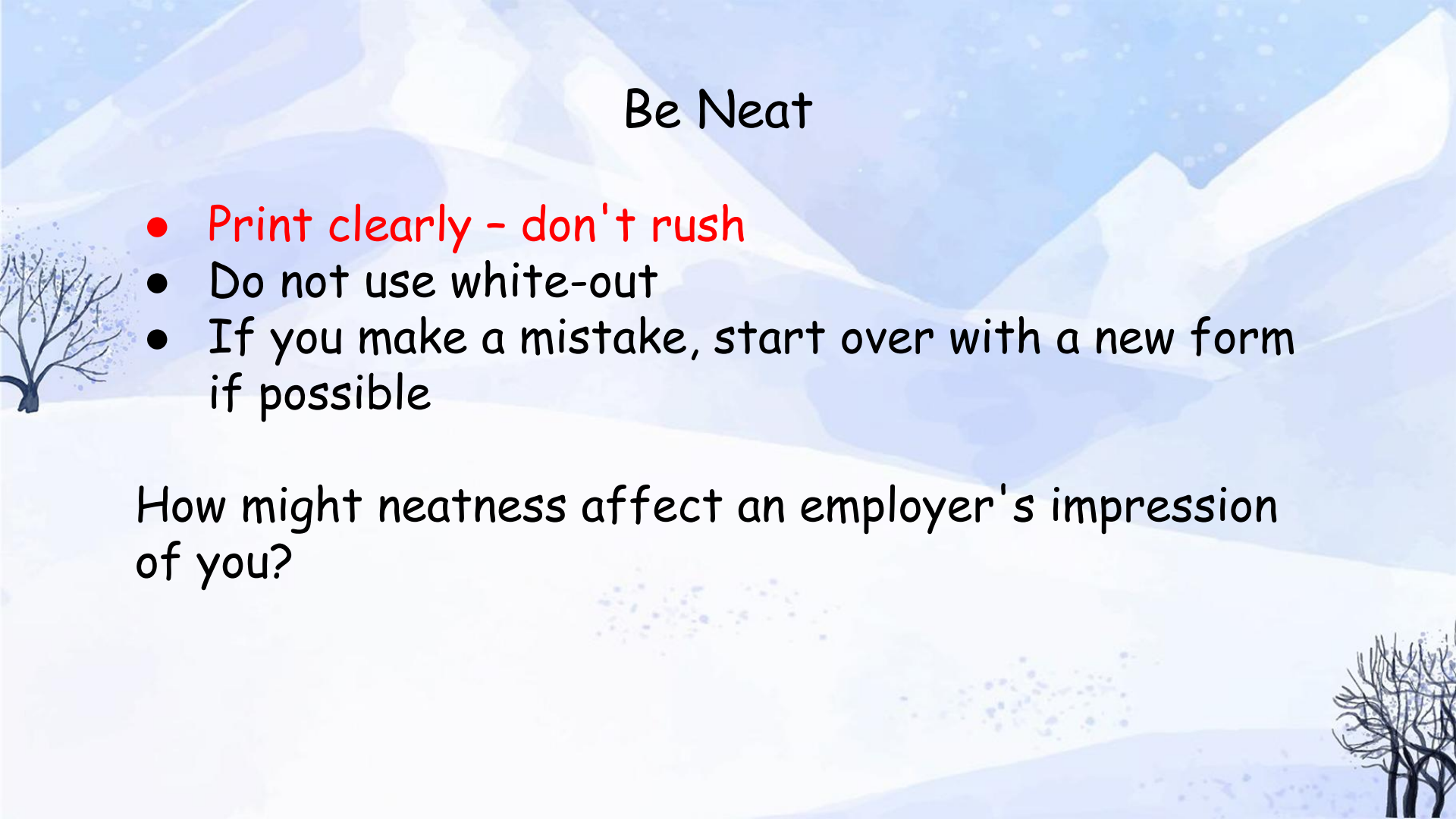
☐ No If No, Date of Birth

Education

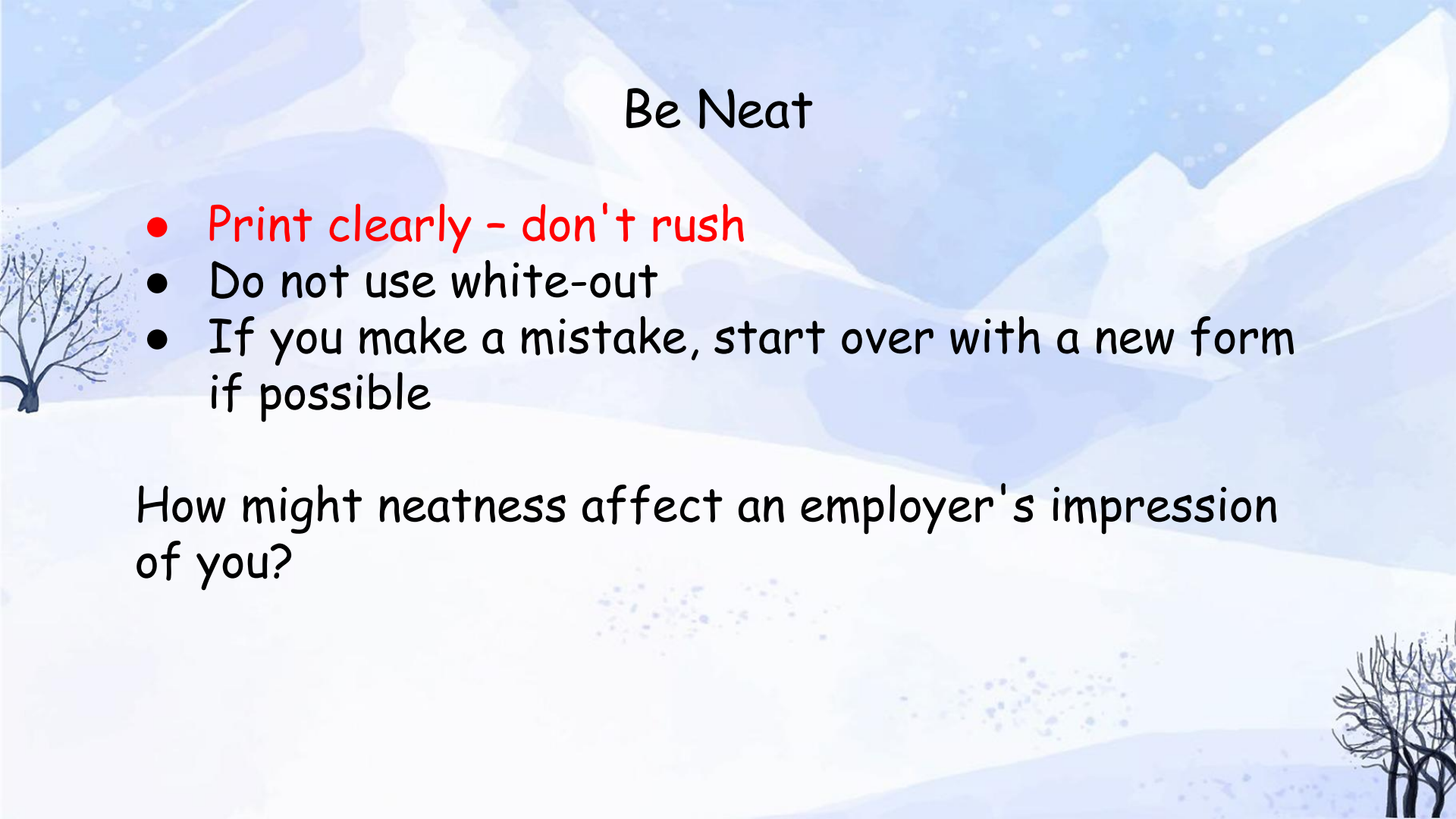
- Fill out every section of the application
- Don't leave blank spaces
- If a question doesn't apply to you, write "N/A" (Not Applicable)

Why do you think it's important to fill out every section?

Be Neat

- 
- Print clearly - don't rush
 - Do not use white-out
 - If you make a mistake, start over with a new form if possible

How might neatness affect an employer's impression of you?



Salary Requirements

- Don't indicate specific salary requirements unless asked
- If required, give a range rather than a specific number
- Research typical salaries for the position beforehand

Why might it be better to avoid listing specific salary requirements?

[illegible]

Version 2
Detailed Template
2 Pages

- Keep your information consistent with your resume
- Ensure dates, job titles, and other details match
- Why is consistency between your application and resume important?

Be Specific, Not Vague

- Provide clear, detailed answers
- Avoid being vague if you're unsure of an answer
- It's better to say "I don't know" than to guess
- How might being specific in your answers benefit you?

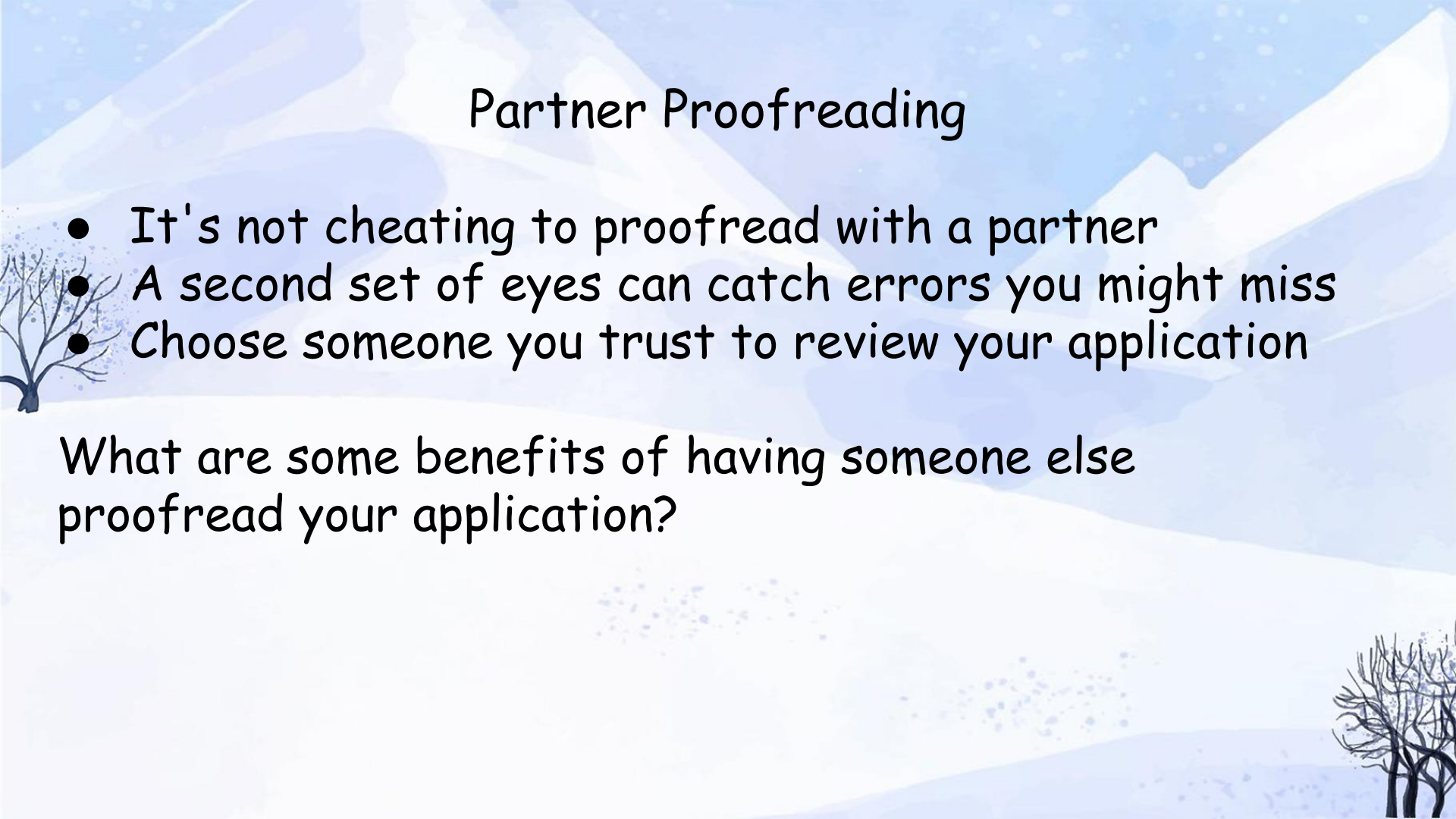
Proofread Your Application

- Review your application for errors before submitting
- Check for spelling and grammar mistakes
- Ensure all information is accurate and complete



Why is proofreading an important final step?

Partner Proofreading

- 
- It's not cheating to proofread with a partner
 - A second set of eyes can catch errors you might miss
 - Choose someone you trust to review your application

What are some benefits of having someone else proofread your application?

Conclusion

Motivation Letter for Job Application

Sample motivation letter for job application (1)

Dear ,

I am writing this application letter because I would like to work with you. I have always wanted to work in the field of journalism, and after careful consideration, I believe that you are the right person to help me get my foot in the door. One of my biggest strengths is my creativity and ability to use language seamlessly. My education background is also very relevant for this position as well because it has taught me how to break down complex issues into a digestible form for others.

Although this is an initial application and does not guarantee future employment, I would like the opportunity to demonstrate my credentials and show that I have what it takes as a candidate by answering a few questions about myself below.

Thank you for your time!

Warm Regard,

Janette

- Following these dos and don'ts will help you create a strong job application
- Remember: be prepared, thorough, neat, and accurate
- A well-completed application is your first step towards getting an interview
- What's the most important tip you learned from this presentation?