

LOOKING FOR A JOB

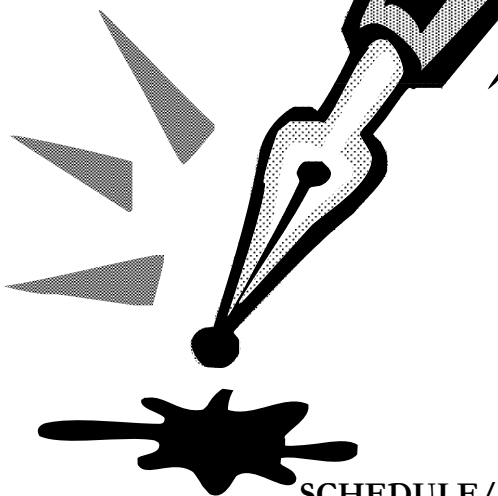
Applications

Usually you must fill out an application before you can be considered for a job.

Applications can be tricky. Each company will have its own application form. You will need the same information for most applications. But each application will have the questions in a different order.

Most of the information will be on your fact sheet. You may also need the facts below.

DATE AVAILABLE FOR WORK (when you can start work)



SCHEDULE/SHIFT AVAILABLE (days and times when you can work)

POSITION (kind of job you are interested in)

SALARY/ RATE OF PAY/ WAGE EXPECTED (how much you want to be paid... if you are unsure... write OPEN)

PERSON TO NOTIFY IN AN EMERGENCY (friend/close relative)

REFERENCES

PHYSICAL DEFECTS (medical disorder limiting work)

FELONY (criminal offense usually punished by one year or more in prison)

When filling out applications remember:

- take your fact sheet with you
- take your Social Security card and personal identification
- read through the application before you answer questions
- take and use a pen... print neatly... tell the truth
- do not leave blank spaces... if a question does not apply to you, write N/A
- use WILL DISCUSS rather than “fired” or “quit” as a reason for leaving a job
- look your best even when you ask for applications
- ask to fill out applications at home - then you can practice

Fill out many applications. Then you have a better chance at finding a job. ■

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