

FILLING OUT JOB APPLICATIONS

1. Get organized! Make a list:
 - Past jobs, with company name, address and phone number and your supervisors' names and dates of employment. If you've done babysitting, yard work, or other small jobs, put the name of the person you worked for. What were your job titles? What were your primary responsibilities?
 - Volunteer activities; what services did you perform?
 - School clubs or sports you've participated in. Did you hold any positions like treasurer or team captain? What were you responsible for?

2. Get your references together:
 - Choose three people, other than relatives or friends, who have known you for at least a year and can address your ability to take responsibility, trustworthiness, reliability, friendliness, maturity, etc. Good references could be teachers, people you worked for, coaches, your pastor, people where you've done volunteer work or internships.
 - ASK everyone before you list them if they are willing to be a reference for you. This is also the time to ask them the best phone number to be reached at and be sure you know how to correctly spell their name, and know their correct job title and company where they work. Make a list of your references to refer to when you are filling out applications and make extras to hand out if you are asked for references.

3. Other things you'll need: (make copies)
 - Your Social Security number
 - School ID
 - Certificates of training
 - Certificates of recognition, awards and honors
 - Letters of recommendation
 - Your working papers from school if you're under 18 years old.

4. Make a list of your skills, strengths, personality traits and accomplishments.
 - Skills – what marketable skills have you learned in school, on the job, through clubs or volunteer work?
 - Strengths – what are you particularly good at? Helping people, explaining things (training), working hard, physical fitness, being a fast learner, juggling a busy schedule – these are all marketable qualities.
 - Personality traits – what makes you uniquely good at what you do? Are you honest, dependable, friendly, organized, goal-oriented, motivated, reliable, independent, a team player? Describe the personal qualities you bring to a job.
 - Identifying accomplishments – Think of things you've done that you're proud of, that you were praised or complimented for. Did you ever improve communication or morale? Solve a problem? Go above and beyond? Write down a little explanation of the situation when these things happened.

5. Create a Bio – the first step to a resume.
 - Put together the information you’ve collected in the steps above. It would be better to type it in case you want to hand it out.
 - Put your name, address and phone # at the top of the page.
 - Create a heading for your **Work History** and list the jobs you’ve had (from Item 1) with company or people’s names, dates and phone numbers. Write down your responsibilities under each one.
 - Create a heading for **Clubs and Activities** and list your position in the club and what you did. (From Item 1).
 - Create a heading for **Education & Training** or **Training & Certification** and list what you have from Item 3. You can also have a heading for **Awards** or **Honors**.
 - Make a heading for **Skills** and list some of the skills you identified in Item 4. You can include strengths and traits under skills. Put your accomplishments under a separate heading called **Accomplishments**.

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Filling out applications can be confusing and overwhelming. You’ve done a lot to minimize the frustration by getting organized. Bring the materials that you’ve put together with you in a folder and be sure to bring a pen. When you go into a business to fill out the application, ask for a table or desk to work at, lay out your folder and you’ll be ready to go to work!

ALWAYS BE DRESSED NEATLY, AND BE FRIENDLY AND POLITE TO THE PERSON AT THE DESK. SPEAK CLEARLY IF YOU ARE ASKING FOR AN APPLICATION OR IF YOU ARE ASKING ANY QUESTIONS.

1. Fill out all the spaces on the application. If something doesn’t apply to you, put N/A (not applicable) so it does not appear that you skipped any information.
2. Use the information you organized in your folder to fill out dates of employment, names of supervisors, phone numbers and addresses, training, etc. Use the information on your Reference sheet to fill in any section asking for references.
3. Use your Bio or your skills list to list skills and responsibilities.
4. If you are asked when you are available to start, you can put “immediately” (if you’re not currently working and don’t need to give notice) or the day’s date.
5. If you are asked for your salary requirements (what pay you want to receive) it is best to put “starting pay,” “min. wage,” or “negotiable,” if you don’t know what the starting pay is.
6. Answer all questions honestly.
7. If you would like, you can attach a copy that you’ve made of your Bio, a letter of recommendation, training certificates or recognition certificates.