



# Applying for a Job: The Young Adult's Guide

Community of Practice, Northeast Massachusetts 2011

## Things to Keep in Mind When Looking for a Job



- Type of work you would like – Restaurant, childcare, store, outdoors, office, etc.
- Schedule – What days and number of hours you can work - try to keep as open as possible
- Transportation – How can you travel to get to a job, will you get paid enough to cover transportation
- What you're good at – Your skills and abilities

## How Do I Find A Job?

**Online** - Some examples of job search websites are **monster.com**, **snagajob.com**, and **craigslist.com**. To find a list of these sites, go to a search engine (ex: Google) and type in keywords such as “online job search sites” and you should find a list of popular used sites. Also, check out company websites directly (e.g., Target.com, Homedepot.com). *Helpful Hints:* Sometimes job postings are listed under “Careers” or “Human Resources.”

**Visiting Businesses in Person** - You can also visit a business in person to ask the hiring manager if they are accepting applications. Make sure you have your mock application with you in case you decide to fill out an application while you are there.

**Do Wear** appropriate clothes such as:

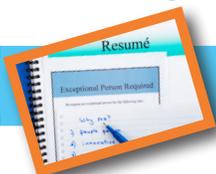
- Button up shirts
- Blouses
- Dress pants or khakis
- Shoes

**Don't Wear:**

- Short skirts, jeans or shorts
- Low cut shirts or anything too revealing
- Stained or wrinkled clothes
- Flip-flops

**Career Centers/Clubhouses/Employment Supports** - Job support programs will help you with all the steps involved in getting and applying for jobs. The Massachusetts Rehabilitation Commission is one vocational support in Massachusetts. Talk to your helpers (case managers, guidance counselors) for places to go.

**Networking** - Ask around! Family members, friends and neighbors may know of places that are hiring.



## Filling Out Job Applications

There are a few ways to apply to a job and separate businesses ask you to apply in different ways. If you know where you want to apply, call or go online and find out how that specific place wants you to fill out an application.

**\*\*Make sure to have your mock application with you to fill out any job applications\*\***

**On Paper** - Applications on paper tend to be the shortest, and you are usually allowed to take them home to fill out, and bring back when you're done. Take 2 copies of the application if possible, in case you make any mistakes.

**Online** - Some companies require filling out your application online. Here are some *Helpful hints*:

- \* In order to fill out an application online, you will most likely need an e-mail address. You can get one free on websites such as yahoo, hotmail, etc. You will need to be able to check your e-mail by computer or cell phone. Make sure your e-mail address and voicemail message are PG and your cell phone has no background music.
- \* Have all of your information ready before you start to fill in the application. Go through the application first to see what you need.
- \* If you are filling out an application on a job search website (ex: monster.com), you may need to create an account. Make sure to keep your user name and password somewhere safe so you can go back and track your applications, and apply to other places later on.
- \* Most online job applications give you the option to save the application and come back to it later.

**In Store** - A lot of businesses are using what are called “kiosks,” which are computers that are located in the store that you must use to apply for the job. *Helpful Hint*: Bring someone along who can help you. Allow a good amount of time to fill kiosk applications out since they can be very long.

## After Applying

**Checking In:** Don't get upset if you don't hear back from the place you applied to right away. Wait for about a week, and then call them and make sure they have your application, and ask if they have started interviews yet.

### Top Ten Interview Tips That Will Get You Hired!

1. **Learn About The Job** - Show that you've done your homework, and looked at the company ahead of time.
2. **Flexibility** - Keep your availability as open as possible. However, keep school in mind, as well as doctor/therapist/psychiatrist appointments.
3. **Be Prepared** - Bring important documents with you (license, Social Security Card, resume), as well as a pen and paper in case you need to take notes.
4. **Positive Attitude** - Don't bring up negative experiences from your past jobs or volunteer positions. Be the kind of person you would want to work with, i.e., friendly, engaging, enthusiastic.
5. **Be on Time** - Give yourself extra time to get to your interview in case you get lost or have transportation issues, etc. Give yourself at least 20 minutes extra.
6. **Clean and Neat Appearance** - Wear appropriate business clothes, be clean and look neat (hair brushed and shaved). Follow the “Gap Rule” - you should have no skin showing because of gaps in the top and bottom! Find more tips and tricks on what to wear by visiting this website: <http://www.career.vt.edu/Interviewing/InterviewAppearance.html>.
7. **Ask Questions** - Prepare 3-5 questions to ask your employer. For example: “What would my day-to-day responsibilities be?”
8. **Follow Up** - Write the person who interviewed you a thank you letter, making sure to: 1) thank them for taking the time to interview you, 2) let them know you are still interested in the job, 3) Let them know you look forward to hearing from them, and supply your contact information again, i.e., e-mail and phone number.
9. **Practice Makes Perfect** - Practice mock interviews with family and friends so you aren't as nervous when the actual interview takes place. You can find examples of interview questions at <http://www.jobinterviewquestions.org>.
10. **Know Your Strengths and Weaknesses** - Why should they hire you, and what are you still working on?

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## Example of a Job Application

Please fill this out and keep it handy because most job applications ask for this information!

*Instructions: Print clearly in black or blue pen. Answer all questions, sign and date the form.*

### PERSONAL INFORMATION:

Name (First, Middle, Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: |\_|\_| | Zip Code: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Phone: ( |\_|\_|\_|\_| ) - |\_|\_|\_|\_| - |\_|\_|\_|\_|\_| Cell: ( |\_|\_|\_|\_| ) - |\_|\_|\_|\_| - |\_|\_|\_|\_|\_|

Email Address: *\*(Tip: Clearly show the difference between an L and a 1. Make sure your e-mail address is appropriate.)*

Social Security Number: |X|X|X| - |X|X|X| - |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| *\*(Tip- Bring full Social Security number with you)*

Have you been convicted of a crime within the last five years? *\*(Tip: If yes, leave blank and if you have to, explain in person instead.)* Yes \_\_\_\_\_ No \_\_\_\_\_

### POSITION/AVAILABILITY:

Position Applied For: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

When can you start: \_\_\_\_\_

Desired Wage: \$ |\_|\_|\_|\_|. |\_|\_|\_|\_| / Hour *\*(Tip: Check <http://www.dol.gov/whd/minwage/america.htm> for what the hourly minimum wage is in your state; it will help you to decide what to ask for.)*

Days/Hours Available: *\*(Tip: Make sure to keep school in mind. Also, leave a day open so you can use it to schedule appointments and keep your availability as open as possible.)* Please check below the days and times you can work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

### EDUCATION HISTORY:

School Name & Type (Vocational, High School, GED or College)	City & State	Years Attended	Completed (Yes or No)

**EMPLOYMENT HISTORY:** *\*(Tip: Put your most recent job first- if you've never had a formal job, you should include any paid experience for example, babysitting, yard work or volunteering.)*

1. Employer: : \_\_\_\_\_ Job Title: \_\_\_\_\_  
 City: \_\_\_\_\_ State: |\_\_| |\_\_| | Dates Worked: |\_\_|/|\_\_| | to |\_\_| - \_\_|/|\_\_| |  
 Supervisor: : \_\_\_\_\_  
 Phone: |\_\_| |\_\_| |\_\_| | - |\_\_| |\_\_| |\_\_| | - |\_\_| |\_\_| |\_\_| | | Email: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Wage: |\_\_| |\_\_| |. |\_\_| | /hour Hours Worked Per Week |\_\_| |\_\_| |  
 Reason for Leaving: *\*(Tip: Try to keep it positive!)* \_\_\_\_\_  
 May We Contact Your Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT HISTORY:** *\*(Tip: Put your most recent job first- if you've never had a formal job, you should include any paid experience for example, babysitting, yard work or volunteering.)*

2. Employer: : \_\_\_\_\_ Job Title: \_\_\_\_\_  
 City: \_\_\_\_\_ State: |\_\_| |\_\_| | Dates Worked: |\_\_|/|\_\_| | to |\_\_| - \_\_|/|\_\_| |  
 Supervisor: : \_\_\_\_\_  
 Phone: |\_\_| |\_\_| |\_\_| | - |\_\_| |\_\_| |\_\_| | - |\_\_| |\_\_| |\_\_| | | Email: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Wage: |\_\_| |\_\_| |. |\_\_| | /hour Hours Worked Per Week |\_\_| |\_\_| |  
 Reason for Leaving: *\*(Tip: Try to keep it positive!)* \_\_\_\_\_  
 May We Contact Your Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**PERSONAL REFERENCES:** *\*(Tip: Should not be: a family member. Could be: clergy, volunteer supervisors, coaches, previous employers, teachers, etc... If you can, provide information for 3 different references.)*

Name	Title/Relationship	Phone Number	E-mail