

# lesson 24: job applications

**outcome:** Review how to apply for jobs and other opportunities.



## COLLEGE CAREER CONNECTION

Job Application Requirements include:

- An application form that tells who you are, where you come from, and what your skills are
- A resume that lists your experiences and defines your skills in more detail
- A cover letter, which is a type of business communication that allows you to describe in detail why you are interested in a job and why you might be a good fit
- An interview, during which you can explain more about your interests and skills

## job application errors

**DIRECTIONS:** Evaluate Felix Jones’s Application for Employment which follows. Mark all of the mistakes you see. Then, work with your classmates to identify all of the Job Application Guidelines you can in the space below. Use what you learn to complete your own sample job application.

### Job Application Guidelines



When filling out an application form, you should always:

STUDENT HANDOUT

APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: 2-19-

Name: Felix Jones D.  
Last First Middle

Address: 366 W Elm NYC  
Street (Apt) City, State Zip

Social Security No.: 621 - 81 - 3185

Contact Information: ( ) 882-3111 ( ) 634-9130 yomama@  
Home Telephone Cell Email hotmail.com

Position applied for: Casher Available start date: ASAP

Salary desired: \$9 Can you work nights and weekends? Sure!  
By Hour or Salary

**EDUCATION**

	Name and Location	Date of Graduation	Major / Degree
High School	<u>Pine valley</u>	<u>Not yet</u>	
College or University	<u>still in h.s.</u>		
Other Education			

Please list your special skills that may contribute to your job performance.

I a hard worker  
Good math skillz

STUDENT HANDOUT

**PREVIOUS WORK EXPERIENCE**

Begin with most recent

Dates Employed	Name of Employer	Salary	Role/Title
From: 14 To: 15	Walmart		Stock

Reason for leaving: \_\_\_\_\_

Describe your responsibilities:

Unload trucks, stock store room and shelves

Dates Employed	Name of Employer	Salary	Role/Title
From: To:			

Reason for leaving: \_\_\_\_\_

Describe your responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Name	Address	Company	Years Acquainted
1. Mr. Timms	?	Pine valley h.s.	2
2. Barbara C.	32 Oak Road	St. Christopher Church	8
3. Donny Marks	118 Seashore Dr.	walmart	1

Is there anything else you would like us to know about you?

I available to work nites n weekends.]

Felix Jones  
Signature

2-19-16  
Date

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# application for employment

## Personal Information

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt) City, State Zip

Social Security No.: \_\_\_\_\_ - -

CONTACT Information: ( ) ( )  
Home Telephone Cell Email

Position applied for: \_\_\_\_\_ Available start date: \_\_\_\_\_

Salary desired: \_\_\_\_\_ Can you work nights and weekends? \_\_\_\_\_  
By Hour or Salary

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## Education

	Name and Location	Date of Graduation	Major/Degree
High School			
College or University			
Other Education			

Please list any special skills that may contribute to your job performance.

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# STUDENT HANDOUT

## Previous Work Experience

Begin with most recent.

Dates Employed		Name of Employer	Salary	Role/Title
From:	To:			
Reason for leaving: _____				
Describe your responsibilities: _____				
_____				
_____				

Dates Employed		Name of Employer	Salary	Role/Title
From:	To:			
Reason for leaving: _____				
Describe your responsibilities: _____				
_____				
_____				

### References

Name	Address	Company	Years Acquainted
1.			
2.			
3.			

Is there anything else you would like us to know about you?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_