

Section 2: Finding a Job

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BASIC

Job-Ready Skills



SECTION 2: **Finding a Job**

Purpose of the Lesson:

Learning the process of finding a job is an important step in becoming self-sufficient. Even though each situation will be somewhat different, there are some basic tips for individuals to consider.

OBJECTIVES:

By the end of this lesson, participants will be able to:

- Look for job openings in a variety of places
- Write a resume or fill out an information sheet
- Fill out an application
- Prepare for a job interview

Lessons in Section 2:

- Preparing a Resume
- Filling Out a Job Application
- Writing a Letter of Application
- Going to an Interview
- How to Look for a Job

MATERIALS NEEDED:

- Name tags or desk signs
- Poster board
- Magic markers
- Folders
- Newspapers from local area
- Red pens
- Paper
- Pencils
- Computer (*Access to computers during the Basic Job-Ready Skills classes would be helpful to participants, although not essential. Encourage participants to use computers in the public library, some local extension offices and other public places.*)

Information written by:

*Kathy Bosch, Extension Associate,
Kansas State University, Manhattan, KS*

BASIC *Job-Ready Skills*



SECTION 2: **Finding a Job**

PREPARING A RESUME

Principle: A resume will help you organize personal information.

Skill: Writing a resume will provide you with a helpful tool that will assist you in finding a job.



Presentation Guide

Discussion	Comments/Notes
<p>A resume is a sheet of paper that gives potential employers important information about yourself. Who is a “potential employer”? A potential employer is the person you would work for if you got the job.</p> <p>A resume may be thought of as a personal information sheet. Your personal work history, education and anything else you want future employers to know about yourself should be included in your resume. Even if you do not need a resume for a particular job, your resume can be helpful to you when applying for jobs. Writing a resume will help you think through the facts you often need to fill out an application form. Having a resume also helps when applying for jobs by mail. After a few brief remarks in a letter, you may refer to the enclosed resume.</p>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>The primary reason for the resume is to get an interview for the job position. The information in your resume may also help you answer interview questions. Presenting a resume will show a potential employer that you are serious about wanting the job.</p> <p><u>Personal Information:</u> May include things such as name, address, telephone number and social security number. You may choose to leave your social security number off your resume, but you must have a social security number in order to be employed. You will need to give your social security number or show your card to your employer once you get hired. You may also wish to include other personal information, but it is always your decision as to what information to provide. Use your best judgment and DO NOT provide more information than necessary.</p> <p><u>Education:</u> This section may include schools attended, dates attended, details of coursework or classes you have taken and graduation dates. You may also wish to include grades and transcripts. List your most recent schooling first.</p> <p><i>If you have not completed high school—</i> You may consider finishing your schooling to get an equivalent of a high</p>	<p><i>Show <u>Visual 2-1:</u></i> <i>A Resume Often Includes ...</i></p> <p><i><u>Activity 2-1:</u></i> <i>My Resume</i> – or –</p> <p><i><u>Activity 2-2:</u></i> <i>My Information Sheet</i> <i>Allow plenty of time to complete this activity.</i> <i>Participants may need to bring information from home.</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>school diploma (GED: General Equivalent Diploma). Call a local high school counselor, principal or a junior college and they can refer you to someone who can help you. If you have not finished high school, it will probably be hard to find a job that will provide you with enough money for basic living needs.</p> <p>Work Experience: List your most recent work experiences first. You may have a lot of work experience to include here or you may not have much. Take a moment to think about all the work you have done in the past. Include all your work experiences that may help you get the job. Do not forget to mention temporary work, part-time work, summer employment, volunteer jobs such as camp counselor, helping with your neighbor's yard work or painting the house. Some hobbies can be listed—especially if they apply to the job you are wanting. (e.g. carpentry, clothing construction, etc.) These jobs are all important when you are trying to tell a potential employer that you are capable, dependable and willing to work.</p> <p>Some people choose to list their most recent work experiences first that fit the job they want. Then they include other jobs that may help them get the job. You may need to be selective—especially if you have held many different jobs.</p>	<p><i>(See appendix for listing of GED centers in Kansas.)</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p><u>Activities:</u> List the activities that you think will help you get the job. Include major activities you have been involved in and honors you may have received. Emphasize a variety of involvement. It is best to keep the information as recent as possible and not go back further than high school activities. However, an exception to this would be something that you feel is important to tell potential employers. An example of information to be included in your resume from your childhood or early teens:</p> <ul style="list-style-type: none">• Volunteer work with mentally disabled during junior high school• Member of 4-H club for five years <p><i>Ideas of Activities:</i></p> <ul style="list-style-type: none">• Youth groups, such as 4-H or Girl and Boy Scouts• Hobbies• Church and community activities• Volunteer work• Organizations/school activities• Offices held• Sports involvement• Special projects• Committee work• Honors or special awards received	



Presentation Guide cont'd

Discussion	Comments/Notes
<p><u>Skills:</u> This area is similar to your activities and work experience. However, you can be more specific about your skills in this section. For example, it may be that you have a skill working with people or being organized. You need to tell a potential employer about your skills which may help you get a job.</p> <p><u>References:</u> Your references will tell potential employers more about your work skills and personality. You may choose to include references on your resume or you may state that references will be available on request. The choice is yours, but it may save you time and energy if you include them on your resume. If you choose not to include references on your resume, it will be helpful to keep your references with their names, addresses and telephone numbers on an information sheet.</p> <p>Try to avoid using a relative or close friend as a reference. An exception might be if a close relative was a past employer. Never give a person's name without talking to the person first. You must ask them if they are willing to be a reference for you. Ideas for references include teachers, past employers, clergy, extension agents and other community leaders.</p>	<p><i>Activity 2-3: My References</i></p> <p><i>This activity may be started in class, but must be completed as homework. Participants may need assistance from their personal coach.</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>Tell your references if you change your address or your name. Be sure to get permission first from the people you want to use as references.</p> <p>Potential employers may call your references or may send them a form to fill out and send back. They may ask you to send a form or may ask you to contact references for a letter. Try to be flexible in following the instructions of the potential employer. It is important to follow their procedures (the way they do things).</p> <p><i>If you have had some personal problems in the past:</i></p> <p>Every person makes mistakes. If you have had some problems in the past you cannot lie about them. Be honest when asked questions. However, you do not need to tell potential employers or your references everything that has happened to you, nor do you need to expand upon the truth when unnecessary.</p> <p>DO NOT expect the people you ask as references to be dishonest or lie. This is where your past can catch up with you. If you have had trouble holding a job, if you have had problems dealing with certain aspects of the job (for instance dealing with conflict on the job), or if you have had any trouble with the law, this can be a concern for your references. Your past record may affect your future.</p>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>Even though you cannot erase your past history, you can avoid any future problems that tarnish (hurt) your record. Do your best to avoid problems with your supervisor, the law or anyone else in authority. Ask your references if they can give you a positive recommendation, and remind them of the skills and qualities you have. Sometimes it is helpful to give your references your resume and a list of your skills. The list may include details of when you worked for them or when they taught you a class.</p> <p>Making Your Resume Look Good (formatting)</p> <p>You have many choices with how you format your resume to look attractive. You may center your name and address at the top of the page, make the font larger or in bold. You may also put your name with other personal information at the top. Use margins to keep your resume neat. No matter what occupation you are interested in, your resume must look neat and business like.</p> <ul style="list-style-type: none">• Use at least 1" margins.• Space between sections.• Do not crowd words.• Keep your resume as simple as possible.	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>It is helpful to have several people look at your resume to get their opinions. Do you have a former teacher or boss who would look at your resume and give you some advice? Getting other people's opinions about your work is often worth the extra time it takes.</p> <p><i>Information written by: Kathy Bosch, Extension Associate, Kansas State University, Manhattan, KS</i></p>	<p><i>Show Visual 2-2: Resume Suggestions</i></p> <p><i>After time has been spent working on resumes, you may wish to have a "show and tell" period where class members can see each other's ideas.</i></p>

A Resume Often Includes ...

- 1. Personal information**
- 2. Education**
- 3. Work experience**
- 4. Activities**
- 5. Skills**
- 6. References**

Activity 2-1: My Resume

Fill out the following information for your resume.

Name:

Address:

Telephone:

Social security number:
(optional)

Education:

Work experience:

Activities:

Skills:

References:
(optional)

	Name	Title	Address	Telephone
1.				
2.				
3.				



Activity 2-2: My Information Sheet

INFORMATION SHEET

You may feel that you do not need a resume in order to get a job. However, it will be helpful to have some important information written on a piece of paper. An information sheet will help you remember some important details. Can you think of any other information that you may want to include on the information sheet?

Name:

Address:

Telephone:

Social security number:

Education:

Work experience:

Activities:

Skills:

References:

	Name	Title	Address	Telephone
1.				
2.				
3.				



Activity 2-3: My References

1. Think of three people who would give you a good reference. Think of specific qualities they know about you and could tell a potential employer. It is even better to have three references who know different things about you. For example, your pastor knows you are organized because you have helped organize a church project every year. A former teacher knows you are dependable because you helped in the classroom and were a responsible student. The owner of a local store knows you are reliable and friendly to customers because you worked part-time at the store for several years.
2. Talk with the people you want to use as references. Ask them if they will be a reference. Mention why you think they would be a good reference. Let them know about the job you are applying for so they will have time to think about how your abilities would be helpful in that job. This will help them do a better job of recommending you. Ask them if they will give you a good recommendation.
3. Get your references names, titles, addresses and phone numbers and put them on your resume or information sheet.

Resume Suggestions

- 1. Be concise. Use only one or two pages.**
- 2. Make your resume easy to read and easy to follow.**
- 3. Sentences are usually incomplete, but words are not shortened.**
- 4. Use a computer and type neatly, without errors.**
- 5. Take your resume with you when applying for a job and going to an interview.**

The Resume

A resume is a one or two page summary of your skills, work experience and education. It tells a potential employer about you and why you are a good person for the job.

Planning Your Resume

There are different formats to use when writing a resume. You may emphasize your skills, work experience or education. Choose the format that will make you look the best for the position you want.

Plan to spend some time writing your resume. Make it look good. Spell words correctly. Keep your information updated. Type neatly using a computer. *(Many public libraries, schools and extension offices have computers that you may be able to use. Let them know that you need help to write your resume.)* Do not crowd words together. Your resume must be neat and well organized to help you compete for the job you want.

Resume Content

Resumes should reflect your skills and how they relate to the job you want. You may need to rewrite your resume for different types of jobs.

Many things you already do can be included on your resume. Whatever you have done in the past has helped you build skills. Include work such as part-time jobs and volunteer activities. You may also include unpaid work. You may list things you usually do at home, such as household management, cooking, child care, repair work and yard care.

Use the job ad or description to find what skills the employer is seeking. Then, tie your work experience to the skills needed for the job. Remember to include the basic skills you have that employers look for in their workers.

Skills Employers Look for in Employees

- Learning new things
- Communicating with others
- Being flexible
- Using common sense
- Using problem-solving
- Working with others
- Reading
- Writing
- Doing simple math
- Speaking clearly
- Personal management skills
 - Managing time effectively
 - Having good personal hygiene or grooming

A Resume Often Includes

1. Personal information
2. Education
3. Work experience
4. Activities
5. Skills
6. References

Personal Information

Your name, address, telephone number and e-mail address are typically included. Some people choose to include other personal information such as birth date and marital status. It is your decision as to what information to include on your resume.

Education: List your most recent schooling first. Include any post high school training (adult classes, vocational training, college), high school and any other training you have received.

Work Experience: You have several options. You may choose to list your most recent work experiences first and then go back in order. You may also choose to list the most recent work experiences first that fit the job you want. Then, include other jobs that may help you get the position.

You may choose to include the dates of previous work experience in your resume if it shows your ability to keep a job. However, if you have had many jobs and/or only keep them for a short time, you may want to include only the year of the job or omit dates completely. Have the dates listed on your information sheet. You will be asked about dates of employment on application forms.

Activities: List the activities you are involved in or have done in the past. Have you belonged to any organizations or groups? Have you served on any committees? Include any honors or special awards you may have received.

Include volunteer activities. This information will tell the potential employer more about you.

Ideas of Activities:

- Youth groups, such as 4-H or Girl and Boy Scouts
- Hobbies
- Church activities
- Community activities
- Volunteer activities
- Organizations/school
- Offices held
- Sports involvement
- Special projects
- Committee work
- Any honors or special awards received

Skills: This area is similar to your activities and work experience. However, you can be more specific about your skills in this section. For example, it may be that you have a skill working with people or a skill being organized. You need to tell a potential employer about your skills that may help you get a job.

References: Include the names, titles, addresses and telephone numbers of at least three people who can give you a good reference. Ask them in advance if you can use them as a reference. Tell them about the job you are applying for so they will be prepared if someone calls them. It is best not to use close friends or family members for references. Use people who know your work habits and your abilities such as teachers, past employers, clergy, extension agents or other people well respected in the community.

A current trend is to omit references on resumes and state that references will be available on request. Part of the reason for not including references may be to save space if you intend to have a one-page resume. Another reason for not including references is that you will have more control over which people to list as references for a specific job. It may be that certain people know about certain skills you possess. Use your best judgment. It is your choice whether to include references on your resume, but it may save you time and energy if you include references. If you choose not to include references on your resume, make sure you have the references with addresses and telephone numbers on an information sheet. Having this information handy will be helpful to you when you are asked to provide references for a potential employer to contact.

Making Your Resume Look Good (formatting)

You have many formatting choices to make your resume look attractive: center your name and address at the top of the page or make the font larger or in bold. You may also put your name with other personal information. Use margins to keep your resume neat. No matter what occupation you are interested in, your resume must look neat and businesslike.

- Use at least 1" margins.
- Space between sections.
- Do not crowd words.
- Keep your resume as simple as possible.

It is helpful to have several people look at your resume to get their opinions. Do you have a former teacher or boss who would look at your resume and give you some advice? Getting other people's opinions about your work is often worth the extra time it takes.

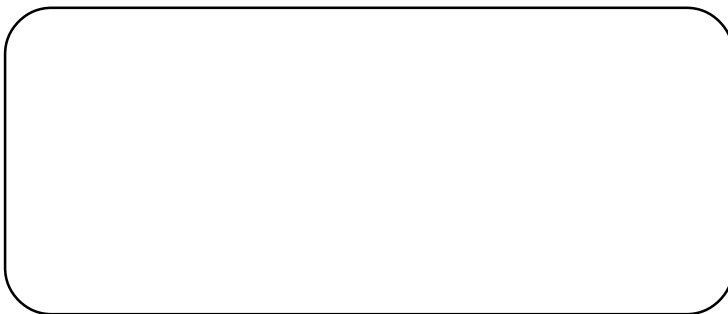
Information written by:

*Kathy Bosch, Extension Associate,
Kansas State University, Manhattan, KS
August 2000*

Letter of Application

When you send a resume by mail, you should write a letter of application. It is sometimes called a cover letter. This letter will tell the potential employer why you are interested in the job and why you are the best person for them to hire. Use this letter to tell the employer that you are interested in an interview. You may ask the business to contact you. You may also tell them you will call within one week to find out about the job.

For more information, please contact your local extension office:



For other information on Extension Family and Consumer Sciences programs visit our web site at <http://www.oznet.ksu.edu/facs/>

Resource Information:

*K-State Research and Extension Publication
"Job Search Education: The Resume"
1989*

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EXAMPLE OF RESUME FORMAT TO APPLY FOR JOB ON THE INTERNET (computer)

Resume Form

http://www.(fake address)////

Fine Restaurant Club
Resume Registration
For all positions

Please send us your resume and other key information by completing the following form.

Please Submit Resume & Indicate Position Desired

(You may cut and paste your resume into the space provided.)

PERSONAL DATA

Last name: First name:

Address:

City: State: Zip code:

Country:

E-mail address:

Home phone: Work phone:

Job Category ▼

Job Title Desired

Please enter your resume in the text area provided below.

(You may copy and paste from a word processor document.)

Please Submit My Name and Resume to Your Files

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(SAMPLE RESUME TO SEND TO EMPLOYERS)

Jack Green
1220 March Lane
Small Town, Kansas 66891

- Work Experience:** Smith Industry
1996-1998
Maintenance Person
Responsible for cleaning building and basic repairs
- Small Town Cafe
1992-1996
Cashier, Waiter. Responsible for taking orders and serving customers.
- Yard Work
1985-present
Responsible for caring for yard, mowing grass and weed control.
- Education:** Vocational School, Mechanics Training Program
1991-1992
Big Town, Kansas
- Small Town High School
Small Town, Kansas
Diploma, 1991
- Red Cross CPR Course, 1994
- References:** Ms. Jan Brown
Small Town High School Counselor
234 Red Street
Small Town, Kansas 66891
- Mr. Ken Black
Large Town Church Minister
567 Church Street
Large Town, Kansas 66991
- Ms. Mary Smith
Smith Industry Chairperson
678 Green Street
Small Town, Kansas 66891

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(SAMPLE RESUME TO SEND TO EMPLOYERS)

Michelle Green
431 Mining Street
Nice Town, Kansas 66006

Education:

Job Readiness Skills Class
K-State Research and Extension
Nice Town County
Summer, 1999

Nice Town High School
701 E. Lincoln
Nice Town, KS 66006
High School Diploma, May 1981

Activities:

All Faiths voting member, 1990 to present.
Assisted with numerous benefit fund-raisers. Served and made food for banquets, meals and receptions.

Volunteer housekeeper for elderly person, 1995 to present.

Future Business persons of America member (FBA), 1977-1981.

All Faiths Youth Fellowship member, 1978-1982.

Nice Town County 4-H member, 1970-1982.

Honors:

Recognition for volunteer serving the Future Business persons of America banquets for four years, 1981.

Work Experience:

Childcare provider.
Fast food restaurant worker.
Cashier-clerk.
Housekeeper for motels, office and private household.
Motel receptionist with computer responsibilities.

Skills:

Computer experience: Skilled at using MS Word, Internet and e-mail
Yard work
Enjoy working with people
Food preparation
Animal care

References:

Available upon request.

BASIC

Job-Ready Skills



SECTION 2: Finding a Job

FILLING OUT A JOB APPLICATION

Principle: A job application form is required for most jobs.

Skill: Filling out a neat and accurate job application is a necessary step in getting a job.



Presentation Guide

Discussion	Comments/Notes
<p>Most work places will ask you to fill out an application form.</p> <p>Be prepared to fill out the application form at the place of business. Sometimes you may be allowed to take the form home to complete.</p> <ol style="list-style-type: none">1. Read and follow directions carefully.2. Have your Social Security number handy.3. If possible, make a copy of the application form and use a pencil to fill out a rough draft.4. Use pen on the final application form to apply for a job.5. Be neat and make sure your writing can be read easily.6. Know dates such as employment, graduation, etc. The information on	<p><i>In addition to filling out an application form, applicants may be asked to fill out Form 8850 Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits (see appendix).</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>your updated resume will help you fill out the application. Take a copy of your resume with you when applying for a job.</p> <ol style="list-style-type: none">7. Give your complete address.8. Answer questions honestly.9. Do not leave blanks. If something does not apply to you, put "NA" for not applicable or put a dash in the space (-).10. Part-time jobs, summer work, volunteer work or unpaid work, and some hobbies can be listed under work experiences.11. Write your signature (not printed).12. Have a good idea of current wages for the job you are applying for. If asked about what wages you expect, you have several options in replying:<ul style="list-style-type: none">• If you know what wages you want and have a good idea of the current wages for similar jobs, you may say: <i>"I would like \$— per hour."</i> <i>(or state a salary)</i>• If you are unsure of the current wages, or you want to leave your options open, you may say: <i>"I would like the going rate."</i> <i>"I think wages are negotiable."</i>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>13. Have the names, job titles, addresses and phone numbers of three people for references. These people should know you and your work skills and be someone who would give you a good reference. You need to ask them to be a reference for you <i>before</i> you put their name on the application form.</p> <p>14. Be truthful and positive. Emphasize your strengths and play down your weaknesses.</p> <p>15. Most applications will ask you if you have been convicted of a felony. Answer the question honestly. Some applications ask if you have ever been arrested. Answer the question honestly. Employers who work with children are required to do a FBI check on potential employees. This involves the health department, Social Rehabilitation Services and the police. Even if you have not been convicted, remember that a police record is public knowledge and potential employers have access to your files. Also, in small communities, knowledge of your arrest and trouble with the law (which is usually printed in local newspapers), may affect your chances of employment because people know you. Some employers</p>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>will give people a second chance and are willing to hire persons who have been in trouble with the law. However, many employers avoid hiring anyone who has been in trouble with the law, at least recently. Most employers want their workers to be law-abiding citizens.</p> <p>16. If you have difficulty reading and writing, you may ask if you can take the application home. You may also take someone with you to help you fill out the application form. If you take someone with you, it is more noticeable that you have some trouble reading and writing. However, for some jobs reading and writing may not be a critical skill. It may also be difficult for you to return the application form at a later time. Sometimes it is easier to fill out the application right away. You may not be given a choice where to fill out the application. Some businesses require that you fill the form out in their office.</p> <p>17. Read the application form carefully. Usually at the back of the form, and in very small print, there will be a disclaimer clause and permission statement. This gives the potential employer the right to contact your previous employers, references and anyone else that can tell about your</p>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>work history and information. You also agree that you have provided truthful information. You will be asked to sign your application form.</p> <p>18. Screening tests:</p> <p>Many places of business will give you a test before you get to the interview stage. This is part of the screening process. The potential employer may want to know more about your skills. The test may take you an hour to fill out. Do not hurry. Do the best you can to answer all of the questions. Take plenty of time to read the directions and the test questions.</p> <p>There are several types of tests that you may be asked to complete. Some businesses will give you more than one test.</p> <ul style="list-style-type: none">• Aptitude test (general knowledge)• Personality test• Mathematical test (basic addition, subtraction, division)• True/false tests about ethics (proper things to do)• Situations (how would you handle a certain situation?)• Drug screenings or tests	



Discussion

Comments/Notes

Drug screenings or tests:

Some places of business will do random testing for drugs when you apply for a job. They may select you for a drug test or they may select another person applying for a job. Some places may require mandatory drug screening. This means you may have no choice if you want the job.

Immunizations:

In some occupations, such as health or food service, you may be required to have certain immunizations to protect you and others from disease. Be aware that you may need to get updated on some of your shots. There are also some newer immunizations available such as Hepatitis B. The potential employer will tell you if you need to have immunizations for the job.

Information written by:

*Kathy Bosch, Extension Associate,
Kansas State University, Manhattan, KS*

Activity 2-4:

A Job Application Form

This is an assignment that the personal coach can assist with. The participants may need help filling out the application form. Encourage them to utilize their resume. It may also be necessary for participants to make a file that contains additional information that was not included in their resume. For instance, they may need more detailed information with addresses, dates, etc., about previous employment.

Activity 2-4: A Job Application Form

Fill out an application form as if you are applying for the job you want to get. Remember to make a copy of the form. Fill the rough draft out in pencil. Check for spelling errors. Be complete with information asked for on the form. Use your resume to help you with this process.

BASIC Job-Ready Skills



SAMPLE Application for Employment

PLEASE PRINT

CURRENT AS OF 9/99

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other
 Name of source (if applicable) _____

Name _____
LAST FIRST MIDDLE

Address _____ Social Security # _____
STREET CITY STATE ZIP CODE

Telephone # () _____ Mobile/Beeper/Other Phone # () _____ E-mail Address _____

If necessary, best time to call you at home is _____ : _____
AM PM

May we contact you at work? Yes No

If yes, work number and best time to call () _____ : _____
AM PM

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s) _____ / ____ / ____

Have you ever been employed here before? Yes No

If yes, give dates From ____ / ____ / ____ To ____ / ____ / ____

Are you legally eligible for employment in this country? Yes No

Date available for work ____ / ____ / ____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirement of the position? Yes No

Will you work overtime if required? Yes No

If no, please explain _____

Have you ever been bonded? _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE# ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

EMPLOYER	TELEPHONE# ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

EMPLOYER	TELEPHONE# ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

Comments

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank **E.** Major field of study. **F.** Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE / DIPLOMA	D. GPA / CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of business/work references who are not related to you and are not previous supervisors. If not applicable, list school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	
	()	
	()	

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

Additional Information

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____ / ____ / ____



BASIC

Job-Ready Skills



Sample EMPLOYMENT APPLICATION

This Company Z franchise is an equal opportunity employer committed to a diverse work force. In order to assist us in our efforts, we invite you to voluntarily provide responses to the following requests for information. Failure to respond will not subject you to adverse treatment. This form will be kept strictly confidential and will not be retained with your application. Information provided will be used only in accordance with law and for equal opportunity purposes.

SOCIAL SECURITY NO. _____

NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____ STREET ADDRESS _____

APT. NO. _____ OR BOX _____ CITY _____ STATE _____ ZIP _____ AREA CODE _____ TEL. NO. _____

ARE YOU 18 OR OLDER? YES NO, IF NOT, BIRTH DATE _____

EVER WORKED IN A COMPANY Z RESTAURANT BEFORE? YES NO IF YES, DATES _____

ADDRESSES _____ REASON FOR LEAVING _____

AVAILABILITY:

TOTAL HOURS AVAILABLE PER WEEK _____ HOURS AVAILABLE: _____

FROM									
TO									

ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE U.S.? YES NO

HOW FAR DO YOU LIVE FROM RESTAURANT? _____ DO YOU HAVE TRANSPORTATION TO WORK? _____

SCHOOL MOST RECENTLY ATTENDED:

NAME _____ ADDRESS _____ CITY _____ STATE _____ PHONE _____

TEACHER OR COUNSELOR _____ DEPT. _____ LAST GRADE _____ GRADE _____

GRADUATED YES NO NOW ENROLLED? YES NO SPORTS/ACTIVITIES _____

THREE MOST RECENT JOBS:

1. COMPANY _____ ADDRESS _____ CITY _____ STATE _____

PHONE _____ JOB _____ DATES WORKED: FROM _____ TO _____

SUPERVISOR _____ REASON FOR LEAVING _____ MGMT. REFERENCE CHECK DONE BY _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____

PHONE _____ JOB _____ DATES WORKED: FROM _____ TO _____

SUPERVISOR _____ REASON FOR LEAVING _____ MGMT. REFERENCE CHECK DONE BY _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____

PHONE _____ JOB _____ DATES WORKED: FROM _____ TO _____

SUPERVISOR _____ REASON FOR LEAVING _____ MGMT. REFERENCE CHECK DONE BY _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____

PERSONAL REFERENCES:

NAME _____ ADDRESS _____ CITY _____ STATE _____

PHONE _____ JOB _____ DATES WORKED: FROM _____ TO _____

SUPERVISOR _____ REASON FOR LEAVING _____ MGMT. REFERENCE CHECK DONE BY _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____

IMPORTANT: COMPLETE NEXT PAGE

SEX Male Female

RACE/COLOR/NATIONAL ORIGIN American Indian (1) Hispanic (2) Asian American (3)

White (4) Black (5)

VETERAN Disabled Veteran Vietnam Era Veteran

The Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, giardia, E. coli and campylobacter may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling and serving food, food service equipment and utensils in a sanitary and healthy fashion. Is there any reason why you cannot perform the essential functions of this job? YES NO If yes, explain: _____

*DURING THE PAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS?
 YES NO IF YES, DESCRIBE IN FULL _____

U.S. MILITARY
Branch of Service _____ Date Entered _____ Date of Discharge _____ Highest Rank _____

Do you have service-related skills and experience applicable to civilian employment? YES NO If yes, describe _____

GENERAL
What additional relevant experiences or training have you had other than your work experience, military service and education?

Activities – civic, athletic, fraternal, etc. (Exclude organizations which indicate race, religion, color, or national origin of members.)

MASSACHUSETTS EMPLOYMENT ONLY:
AN APPLICATION FOR EMPLOYMENT WITH A SEALED RECORD ON FILE WITH THE COMMISSIONER OF PROBATION MAY ANSWER 'NO RECORD' WITH RESPECT TO ANY INQUIRY HEREIN RELATIVE TO PRIOR ARRESTS, CRIMINAL COURT APPEARANCES OR CONVICTIONS. IN ADDITION, ANY APPLICANT FOR EMPLOYMENT MAY ANSWER 'NO RECORD' WITH RESPECT TO ANY INQUIRY RELATIVE TO PRIOR ARRESTS, COURT APPEARANCES AND ADJUDICATIONS IN ALL CASES OF DELINQUENCY OR AS A CHILD IN NEED OF SERVICES WHICH DID NOT RESULT IN A COMPLAINT TRANSFERRED TO THE SUPERIOR COURT FOR CRIMINAL PROSECUTION.
IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES.

MARYLAND EMPLOYMENT ONLY:
UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR.

1. I certify that I have read and fully completed both sides of this application and that the information contained on this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal in accordance with the policy of this independent Company Z franchise. 2. I authorize the references listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. 3. I acknowledge that this independently owned and operated Company Z franchise reserves the right to amend or modify the policies in its Handbook and other policies of this Company Z franchise at any time, without prior notice. These policies do not create any promises or contractual obligations between this independent Company Z franchise and its employees. At this Company Z franchise, my employment is at will. This Owner/Operator of this Company Z franchise is the only person who may make an exception to this, and it must be in writing and signed by the Owner/Operator. I understand that my employer is an independent Owner/Operator of a Company Z franchise and that I am not employed by Company Z Corporation or any of its subsidiaries. The independent Owner/Operator of this restaurant is solely responsible for all terms, condition and any other issues concerning my employment. 4. If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights.

This independent Company Z franchise is an Affirmative Action and Equal Opportunity Employer. Various Federal, State, and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veteran status. It is this Company Z's franchise policy to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.

I understand that as a part of the procedure for my employment application an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

Signature _____ Date _____

The Application

Businesses use application forms to screen people seeking jobs. This form is provided by the employer and asks questions about your past experiences. The application provides a summary of your work history and skills. Employers often receive many applications. They select people to interview based on the application forms.

To make sure you look your best on the application, follow these steps:

- Be prepared. This is where you can use your resume to help you fill out an application form. If you do not have a resume, have an information sheet of dates, names, addresses of previous employers, schools attended, references, and so on.
- Read and follow directions carefully.
- Have your Social Security card or number handy.
- If possible, make a copy of the application form and use pencil to fill out a rough draft.
- Use a black or blue ink pen. Bring your own pen.
- Print all information neatly. Make sure it is easy to read.
- Only your signature should be written.
- Give your complete address.
- Answer questions honestly.
- Spell words correctly on the application. This is where a resume or an information sheet will help you.
- Fill in all blanks. If a question does not apply to you, write “NA” (not applicable) in the blank or put a dash (–).

- Give yourself credit for all jobs you have had, including part-time jobs. Include jobs for wages as well as unpaid or volunteer work. Examples of unpaid work include yard work, household management, child care, home repairs and cooking. Use words and terms to help show that you are qualified for the job.
- You may have talents or skills that you have not used in a job. Give yourself credit for all the skills you have and then sell your skills on the application.
- You may be asked questions about how much you were paid for your previous job or about your present wages. You will probably be asked what hourly wage or salary you desire. You should have an idea of what the current wages are for similar jobs. You should write “negotiable” or “willing to discuss” when asked about wages. Be careful not to limit yourself with an answer that is too high or too low. Too often workers do not ask for enough wages and need to be more assertive. You must also be willing to start with lower wages until you have had a lot of experience or training for a job.
- You should be able to answer the question of why you left your previous job (or plan to leave). If you are self-employed or left a business because of personal reasons, you need to be as positive as possible, yet still tell the truth.
- Negative things about your life should not show up on your application. Potential employers avoid hiring people in crisis. Remember to tell the truth when asked. However, do not provide any more information about your personal life or past work problems than necessary. You can be honest yet discreet (careful).
- Your appearance is important when applying for a job and turning in an application form. Show your interest in the position by presenting yourself as neatly and as well groomed as possible.

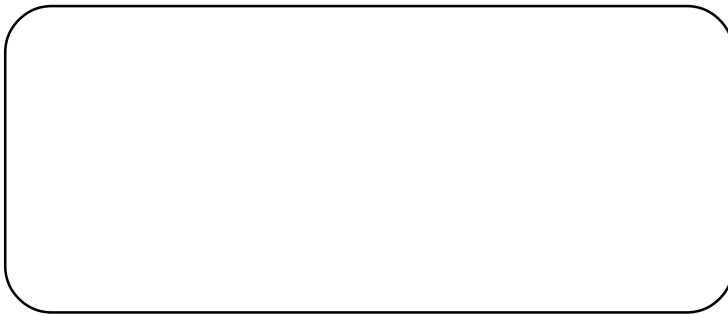
Screening Tests

Many places of business will give you a test before you get to the interview stage. This is part of the screening process. The potential employer wants to know more about your skills. The test may take you an hour to fill out. Do not hurry. Do the best you can to answer all of the questions. Take plenty of time to read directions and test questions.

There are several types of tests you may be asked to complete at the time you turn in an application form. Some businesses may give you more than one test. Some tests are given at random to applicants. You may not be asked to take a test, but you should be prepared.

- Aptitude test (general knowledge)
- Personality test
- Mathematical test (basic addition, subtraction, division)
- True/false tests about ethics (proper things to do)
- Situations (how would you handle a certain situation?)
- Drug screenings or tests

For more information, please contact your local extension office:



For other information on Extension Family and Consumer Sciences programs visit our web site at <http://www.oznet.ksu.edu/facs/>

Resource Information:

*K-State Research and Extension Publication
"Job Search Education: The Application"
1989*

Information written by:

*Kathy Bosch, Extension Associate,
Kansas State University, Manhattan, KS
August 2000*

Tips on Writing Letters

- 1. Your letter should be typed on the computer.**
- 2. Use white paper. Do not use colored paper or letterhead stationery. Use a business size envelope and fold your letter correctly.**
- 3. Be neat and accurate. Check for misspelled words and use proper grammar.**
- 4. Keep a copy for yourself.**
- 5. Write to a specific person if possible.**

- 6. Use personal pronouns such as “I,” “me” and “my” as little as possible.**
- 7. Keep statements positive, yet not boastful. Be modest, yet self-confident. Include things that will encourage the employer to hire you.**
- 8. Seek advice from others. Ask a teacher, counselor, other worker or friend to read the letter and give you advice on how it may be improved.**
- 9. Use wording similar to the position description.**



(SAMPLE LETTER OF APPLICATION)

(Date)

Jane Smith
Western Management Resources
813 Wall Street
Manhattan, KS 66502-0000

Dear Ms. Smith,

I read about the job opening for a shift manager in the *Manhattan Times* and I am interested in the position.

My skills include working with people and with equipment used for manufacturing auto parts. I have had experience working in a factory similar to yours as a line worker. During the past four years I have been required to pass standard quality control checks and have often assisted with the evaluation of five other workers.

Please refer to the enclosed resume for more details about my skills and work experiences. Three references are also included in the resume. This position interests me and I feel that I have the necessary qualifications. I am a capable and responsible employee and would like to work for Western Management Resources as a shift manager. I am interested in an interview and look forward to hearing from you next week.

Sincerely,

Joshua Worker

Activity 2-5: Writing a Letter of Application

Write a letter of application for a job position that interests you. Mail the letter of application with your resume.

You may write the letter of application for a specific job opening. You may also write a letter to inquire about a job you would like to have.

Remember to keep the letter simple and to the point. Let the potential employer know why you are sending your resume.

You may need to write a draft letter several times to correct for errors. Plan on spending some time to make your letter presentable.

BASIC

Job-Ready Skills



SECTION 2: **Finding a Job**

GOING TO AN INTERVIEW

Principle: The interview gives the potential employer a chance to know you better—and vice versa. You will also have the chance to find out things about your potential employer and job.

Skill: Be prepared for a job interview by knowing as much as possible about the prospective job and having your resume handy.



Presentation Guide

Discussion	Comments/Notes
<p>Most job interviews are helpful learning experiences. Most people get nervous throughout this process. This is very normal. Try to establish good communication with the interviewer. Your ability, personality, actions and answers to questions will determine whether you get the job. Try not to feel bad if you do not get the first job for which you interviewed. Keep up your courage and motivation. With practice, you will become more confident. Remember that getting the right job for you takes a lot of effort.</p> <ol style="list-style-type: none"> 1. Plan the interview. Decide which answers you will give if certain questions are asked. Try not to memorize answers—you might forget the answers under stress. 	



Presentation Guide cont'd

Discussion	Comments/Notes
<ol style="list-style-type: none">2. Watch the timing of interviews. Avoid late afternoon interviews, lunch time or weekend interviews unless your potential employer has offered those as possible times. During the week, chances are more favorable for longer discussion times. Of course, if you are asked to be there at a certain time, then go.3. Learn something about the business or job. Ask others or read about the job. There may be a time during the interview that you may find this knowledge helpful. This shows the potential employer that you are interested in the job. Be sincere.4. Carry your resume with you. Some of the information from your resume may be helpful.5. Go by yourself. Employers want your services and want to know how you react, not your friends or relatives.6. Be neat. Use common sense and use good grooming habits when going to an interview. Show the potential employer that you care about how you look by the way you present yourself. This includes clothes, shoes, hair, jewelry and other accessories. Avoid being excessive with any of these. Remember you	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>are looking for a job. You also must be yourself and be comfortable.</p> <ol style="list-style-type: none"><li data-bbox="272 468 927 993">7. Arrive several minutes early. Give yourself plenty of time to get to the interview in case something happens to change your plans. Tell the receptionist who you are and why you are there. Be friendly. Catch your breath and mentally go over a few things you want to say in your interview. If an emergency comes up and you cannot keep the appointment, be sure to notify your potential employer.<li data-bbox="272 1020 927 1371">8. When you arrive for the interview, state your name and why you are there. The receptionist will usually introduce you to the interviewer. Sometimes you will go in by yourself. Shake hands firmly with the interviewer. Try to be yourself and smile, even if you are nervous.<li data-bbox="272 1398 927 1644">9. Show respect. You may be talking to your future boss. Remember that the person is not your friend or buddy, rather a businessperson. Let the interviewer take the lead, asking questions first.<li data-bbox="272 1671 927 1854">10. Sit straight with your feet on the floor. Keep calm, look alert and act responsibly. Maintain some eye contact, but avoid staring.	



Presentation Guide cont'd

Discussion	Comments/Notes
<ol style="list-style-type: none">11. Think before answering each question.12. Give brief answers in a businesslike manner. Avoid any mention of personal problems. Stick to subjects that relate to the job. Avoid lengthy answers.13. Concentrate on your job skills and your interest in the job. Be prepared to show how your experiences match those of the job you seek. Ask for a specific job, rather than “anything.” The employer is purchasing your services and abilities, not trying to “fit you in.”14. Be confident and enthusiastic.15. Be realistic when wages are discussed. You should know your needs before the interview. Also, you should know the going wages for this type of job.16. You may ask questions. Be prepared to ask questions. You may have questions about work hours, work responsibilities, promotions and benefits of the job.17. Check to see where you would be responsible for working if you get the job. Often jobs are located out of town.	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>18. Be sure to inquire when you will be notified about the job decision. If the employer does not make a decision immediately (and most do not) ask when you may expect to hear about the job.</p> <p>19. Close the interview in a business-like manner saying that you appreciated the opportunity for an interview and that you may be contacted for further questions or information. Smile and shake hands.</p> <ul style="list-style-type: none">• Did you think the activity was easy?• Which questions were difficult?• Is it easier being the boss or the person being interviewed? <p>Can you think of other reasons why people do not get a job?</p>	<p><i>Activity 2-6: Interview Questions</i></p> <p><i>Have participants pair up to do Activity 2-6. One person can be the boss, the other can be the person looking for work. Conduct a mock (pretend) interview. If time permits, have participants switch positions.</i></p> <p><i>When finished with the activity, you may want to initiate class discussion.</i></p> <p><i>Visual 2-5: Common Reasons Why People Do Not Get a Job</i></p> <p><i>Review Visual 2-5 and ask participants to think of other reasons why people do not get jobs.</i></p>



Discussion	Comments/Notes
	<p><u>Activity 2-7:</u> <i>The Job I Want</i></p> <p><i>You may have participants refer back to Activities 1-1: Setting Goals, 1-13: Job Training and 1-14: Create Your Dream Job! before doing this activity. However, participants may have found more information, changed their ideas or narrowed their job options. It is important that they followed through with this activity in Section 1 or complete it now in Section 2, Activity 2:7 before they go further with Basic Job-Ready Skills.</i></p> <p><u>Activity 2-8:</u> <i>Learning More About Jobs</i></p> <p><u>Activity 2-9:</u> <i>Shadowing on the Job</i></p> <p><i>In order for participants to accomplish this activity, it will help if you let the Chamber of Commerce, Economic Development Council and others in the community know you are offering this training. Tell</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
	<p><i>them adult students may be contacting businesses and asking to shadow workers for an hour or a part of a day. The reality is that some employers will be willing to work with you; others will not. Hopefully, you have a community that works well together. However, many employers do NOT understand persons with special needs or who may have difficulties reading, learning, etc. The more work that can be done in the community to publicize your training and the work being done to help people improve their basic job-ready skills will help bring attention and support to your program (and for this assignment).</i></p> <p><i>You may want to draft a letter that can be sent to employers in the community, or to specific employers that class participants have identified.</i></p> <p><i>The personal coach can assist the participant in completing this activity. Encourage participants to meet with their personal coaches. Does the participant know a worker who could be “shadowed”?</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p><i>Information written by:</i> Kathy Bosch, Extension Associate, Kansas State University, Manhattan, KS</p>	<p><i>It may help to know a person willing to be “shadowed.” At the same time, it may be a hindrance. Use your best judgment. The personal coach can help the participant set up an appointment with a manager or supervisor to ask about “shadowing” a worker on the job for an hour or so. Ask the manager what time frame would be best. It may be that the personal coach must stay with the participant during the “shadowing” time.</i></p>

Activity 2-6: Interview Questions

How would you answer these interview questions?

1. Tell me about your work skills.
2. Tell me about your work experiences.
3. Do you really have experience doing all those things?
4. Have you had a paying job?
5. What level are you in school? Are you a good student?
6. How can I be sure you can handle the responsibilities of the job?
7. I get a lot of applicants. Why should I hire you?
8. This job doesn't pay much and the hours are crazy. Why do you want to work here?
9. Tell me why you change jobs so often.
10. Why are you interested in this job?
11. What skills do you have to help you handle the job responsibilities?
12. Are you able to travel for the job?
13. Do you have a reliable vehicle (to use on the job)?
14. Please tell me about your last job.

Common Reasons Why People Do Not Get a Job

- **Have a poor general appearance**
- **Have a negative personal attitude**
- **Do not have enough training or background**
- **Argue or disagree about job requirements**
- **Seek unrealistic wages**
- **Have poor school attendance**
- **Have poor work attendance**
- **Show a lack of motivation**



Activity 2-7: The Job I Want

What is the job you would like to have? What skills do you think you would need for this particular job?

The job(s) I want:

This skills I need for the job(s):

- 1.
- 2.
- 3.
- 4.
- 5.

The training I may need for the job(s):

Activity 2-8: Learning More About Jobs

Talk to someone who is working at a job similar to the one you would like to have. Ask the person these questions:

1. What are some of the main skills you need for this job?
2. What are two things about the job that you like?
3. What are two things about the job that can be difficult or that you do not like?



Activity 2-9: Shadowing on the Job

Get permission from a potential employer (boss) to “shadow” an employee for several hours who has a job similar to the one you would like to have. Pick a time that is not quite so busy or stressful for the work site. Spending time with someone who is doing a similar job to the one you are interested in may help you make some decisions about what you want to do.

Employers are often favorable about youth shadowing workers—but may not be as favorable about adults doing this unless you are taking a class or are in school. Tell them you are taking this *Basic Job-Ready Skills* training. Talk to the supervisor and let them know why you want to do this. Always have permission from the supervisor. It can be amazing what you can learn from shadowing someone for several hours on the job!

1. What job do I want to “shadow”?
2. Do I know a person with that job?
3. Do I know a place of business that offers the type of job I want?

The Interview

Job interviews can be helpful learning experiences. However, most people get nervous throughout this process. This is very normal. Try to establish good communication with the interviewer. Your personality, abilities, actions and answers to questions will determine whether you are accepted or rejected for the job. Try not to get discouraged if you do not get the first job for which you interviewed. Keep up your courage and motivation. With practice, you will become more confident. Remember that getting the right job for you takes a lot of effort.

Plan in Advance for Your Interview

- Plan the interview. Know the answers that you will give if certain questions are asked. Try not to memorize answers—you might forget the answers under stress. Sometimes reviewing your information sheet or resume may be helpful.
- Watch the timing of interviews. Avoid late afternoon interviews, lunch time or weekend interviews unless the potential employer has offered those as possible times. During the week, chances are more favorable for longer discussion times. Of course, be willing to go whenever it is most convenient for the potential employer. Remember, you are wanting to get a job and must be flexible.
- Learn something about the business or job. Ask others or read about the job. There may be a time during the interview that you may find this certain knowledge helpful. This shows the potential employer that you are interested in the job. Be sincere.

Going to the Interview

- Carry your resume with you. Some of the information from your resume may be helpful.
- Go by yourself. Employers want your services and want to know how *you* react, not your friends or relatives.

- Be neat. Use common sense and use good grooming habits when going to an interview. Show the potential employer that you care about how you look by the way you present yourself. This includes clothes, shoes, hair, jewelry and other accessories. Avoid being excessive with any of these. Remember that you are looking for a job, but you also must be yourself and must be comfortable.
- Arrive several minutes early. Give yourself plenty of time to get to the interview in case something happens that changes your plans. Tell the receptionist who you are and why you are there. Be friendly. Catch your breath and mentally go over a few things you want to say in your interview.
- If an emergency comes up and you cannot keep the appointment, be sure to notify your potential employer. It is always best to call and let people know if you cannot make an appointment. If you change your mind and do not want to go to the interview, call and tell them you will not be coming. It is polite and courteous to let people know your plans.

At the Interview

- When you arrive for the interview, state your name and why you are there. A receptionist will usually introduce you to the interviewer. Sometimes you will go in by yourself. Shake hands firmly with the interviewer. Try to be yourself and smile, even if you are nervous.
- Show respect. You may be talking to your future boss. Remember that the person is not your friend or buddy, rather a businessperson. Let the interviewer take the initiative, asking questions first.
- Sit straight with your feet on the floor. Keep calm. Look alert and avoid fidgeting. Maintain eye contact without staring.
- Think before answering each question.
- Give the information in a business-like manner. Avoid mentioning any personal problems. Stick to subjects that relate to the job.
- Concentrate on your job skills and your interest in the job. Be prepared to show how your experiences match those of the job you seek. Ask for a specific job, rather than “anything.” The employer is purchasing your services and abilities, not trying to “fit you in.”

- Be confident and enthusiastic.
- You may be asked questions that you think you have already answered on the application form or in your resume. Answer the questions anyway. The potential employer wants to hear your answer and wants to learn more about you. Think carefully before you talk.
- Be realistic, but assertive, when wages are discussed. Know your needs before the interview. Also, know the current wages for this type of job. Many jobs have a set pay scale; sometimes wages can be negotiated.
- Usually you will be given time to ask questions. Be prepared to ask questions. Give some thought to the questions you may want to ask. You may have questions about work hours, work responsibilities, promotions, benefits of the job and other things.
- Check your attitude before going to an interview. You do not have to change who you are to “please” a potential employer, but you do need to give a good impression if you want to be hired for the job. If you have negative feelings about working for a certain business or at a certain job—consider those feelings before going to an interview.
- Check to see where you would be responsible for working if you are hired. Some jobs are located out of town. Some jobs require travel. Some jobs may have several locations.
- Be sure to ask when you will be notified about the job decision.
- Close the interview in a businesslike manner saying that you appreciated the opportunity for an interview and that you may be contacted for further information. Smile and shake hands.

It often takes a lot of time to find a job. It takes a lot of patience and energy to go through the process of finding a job. Try not to get discouraged. The rewards of your hard work will pay off when you find a job. Hopefully, the job you get will provide for your needs, as well as be a job you enjoy.

For more information, please contact your local extension office

Resource Information:

*K-State Research and Extension Publication
“Job Search Education: The Interview”
1989*

Information written by:

*Kathy Bosch, Extension Associate,
Kansas State University, Manhattan, KS
August 2000*

BASIC

Job-Ready Skills



SECTION 2: **Finding a Job**

HOW TO LOOK FOR A JOB

Principle: There are several ways to look for a job.

Skill: Determine a plan of how to look for a job that is best for you.



Presentation Guide

Discussion	Comments/Notes
<p>There are several ways you can find a job. The easiest way to get a job is if someone offers you a job. But that will not happen very often! Even if you are offered a job, it may not be the job you really want. Usually, you will have to work hard in order to get a job.</p> <ul style="list-style-type: none"> • Know what type of job you want. • Read newspaper job ads from the area where you want to work. • Put an ad in the newspaper. • Read bulletin boards. • Submit an application with your resume or write a letter of application to the places you would like to be employed. Ask them to keep you informed of any job openings. • Register with the Job Service Center in your area. 	



Presentation Guide cont'd

Discussion	Comments/Notes
<ul style="list-style-type: none">• Tell people you are looking for work.• Read the telephone directory yellow pages.• Use Internet/computer services.• Post work wanted signs at places of business or on bulletin boards. <p>How to Let Others Know You Are Looking for a Job</p> <ul style="list-style-type: none">• Have your resume ready to distribute. You may need to change your resume a little if you are applying for different types of jobs.• Tell people you are looking for a job.• Ask people if they know of any openings.• Put ads in the paper to tell others you are looking for work.• Use the Internet. It is accessible from many locations, including public libraries and Job Service Centers.	<p><u>Activity 2-10:</u> <i>Finding a Job</i></p>



Discussion	Comments/Notes
<p>Following Through With Your Plan (to Find a Job) Following through with your plan is probably the most important thing you have to do in order to find a job. You must know what you have to get done and then do it! Many people find it helpful to make a “to do” list.</p> <p>Looking for Jobs in Newspapers Always keep paper and pencil handy. It may help to use a red pen so that you can easily mark the job ads that interest you. Go through the ads again and write down anything that looks interesting to you or that you see as a possibility.</p> <p>Get the major newspapers for the area in which you want to work. Also, local town newspapers may also be helpful. Local jobs are often listed in local papers but not in larger newspapers. Newspapers can be found in local libraries and are often available for purchase at local gas stations and grocery stores.</p>	<p><i>Activity 2-11:</i> <i>My “To Do” List for Finding a Job</i></p> <p><i>Assist participants in writing their “to do” lists by encouraging them to discuss in class the things they want to accomplish today.</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>Look in the job ad section of a newspaper. Jobs are listed under “Classified Advertising” or “Help Wanted.” Under these sections, jobs are specified more clearly with the job name or title. Within each section, jobs are often listed alphabetically from A to Z. You will need to spend some time reading the ads. Do not forget to use a colored marker or red pen to mark jobs that sound interesting to you. This will help you save time. Go through column by column, because some jobs are listed under different sections.</p> <p>An example of job sections:</p> <ul style="list-style-type: none">• Accounting• Advertising• Clerical• Medical <p>An example of job names:</p> <ul style="list-style-type: none">• Bookkeeper• Electronics• Line worker• Machinist• Nurse aide• Teacher <p>Be open-minded when searching for a job. The job you really want may not be available in the location you want or with your current level of training. Maybe you will end up liking a job that is a little</p>	



Presentation Guide cont'd

Discussion	Comments/Notes
<p>different from what you had originally planned. Be flexible with your plan. Could this job help you attain a better one at some other time? Would this job help you gain some of the skills you need to get the job you really want?</p> <p>The job advertisements will probably ask you to do one of the following:</p> <ol style="list-style-type: none">1. Call for an appointment. Some businesses have a toll free number to use.2. Apply in person.3. Send a resume to the business. The business will include their address or a P.O. Box. <p>Follow the directions as given in the ad. You may be asked to write to a P.O. Box address. Write a letter of interest before the deadline. You may choose to send your resume with the letter of interest. You may be asked to call on the telephone to indicate your interest in the job.</p> <p>Typically, the place of business will send you an application form, rather than schedule an appointment to see you. Be prepared, however, to go to the place of business. If they are in the process of hiring and need someone quickly, you may be hired and working within several days. Normally, the process of applying for a job and hearing back about the job takes several weeks. It is courteous for businesses to notify all applicants about</p>	



Discussion	Comments/Notes
<p>the job position even if they have not been offered the job. Some businesses will NOT notify you if you have NOT been offered the job. It is a good idea to contact the business within one week to find out about the position. If you do not get the job, ask if they will keep your application on file for a certain amount of time. You may need to fill out a new application after several months.</p> <h3>Looking for Jobs at the Job Service Center</h3> <ol style="list-style-type: none">1. The Job Service Center has listings of jobs open. Look under the categories of jobs that interest you.2. Each type of job will have a job code. Write down the job codes that interest you.3. A staff person in the Job Service Center will assist you on the computer. They will help you look for jobs that interest you.4. The Job Service Center staff will give you a computer printout for the job openings that interest you. <h3>Take Time to Think Before Accepting a Job</h3> <p>When you are unemployed and looking for work, it is a temptation to “grab” any job that comes along. Before you accept a job, you need to check on several things.</p>	<p><i>See Appendix for list of Kansas Job Service Centers.</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>Make sure you get the answers to your questions before accepting a job.</p> <ul style="list-style-type: none">• What will my wages be?• What are my responsibilities?• What are the hours I will work? Will they change each week?• How many hours will I work each week?• Will I be responsible for using my vehicle at work?• Will I get reimbursed for my expenses on the job?• What is the location of this job?	<p><i>Encourage participants to think of other questions they want to have answered before accepting a job. If time permits, this would be a good discussion topic.</i></p> <p><i>Activity 2-12: Looking for Jobs in the Newspaper</i></p> <p><i>For this activity, you will want to have newspapers available for class. Several ideas:</i></p> <ol style="list-style-type: none"><i>1. Bring newspapers to class.</i><i>2. Visit a local library to read newspapers.</i><i>3. Ask participants to bring a newspaper, especially if they already subscribe to a paper or usually get one for job seeking.</i>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>“Job Surfing” on the Internet The computer is an important tool in the work place. Having some computer skills can help you get and keep a job. You can also use the computer to learn about some jobs by searching the Internet. Some of the information may or may not be helpful to you. Use your best judgment on how much time to spend searching the Internet.</p> <p>The jobs you find on the Internet may not be local jobs. A wide variety of jobs can be found on the Internet ranging from computer jobs, government jobs, medical jobs, food service or other skilled occupations. Ask for help from someone who is familiar with the computer. You may also get help from the Job Service Center who is familiar about accessing job openings and applications through the Internet. Type in the key words you are interested in searching.</p> <p>For example: If you are interested in office management you would want to type, “office management,” “office professional,” “receptionist/secretary” or something similar. Keep trying. You can often localize your job search by state.</p>	<p><i>Activity 2-13:</i> <i>“Surfing” for Jobs on the Web</i> <i>Have the class work in pairs and search several Web sites. They may not have much</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
<p>Under any search engine, type in:</p> <ul style="list-style-type: none">• “job openings”• “job search”	<p><i>experience with the computer. Have them look up several Web site addresses. Have them do a search on the Web using different subject headings related to a job search.</i></p> <p><i>Participants can literally spend hours on the computer doing searches, so this activity needs a time limit or to be given as homework. Make sure participants have access to a computer. Searches on the computer can be confusing, and it is easy to get sidetracked when working on a search. It may be helpful and more practical to give participants several addresses to look up or give them several words to use in a search.</i></p> <p><u>Activity 2-14:</u> <i>Looking for Job Openings</i></p> <p><i>Ask participants to bring any job announcements or ads they see in the next few weeks to class. The job ads can be from newspapers, the Internet, bulletin boards,</i></p>



Presentation Guide cont'd

Discussion	Comments/Notes
	<p><i>radio announcements or any other sources. Talk about what they bring. Discuss the type of job, the description, details about applying for the job and any other information given.</i></p> <p><i>An <u>alternate activity</u> is for you to bring current newspapers to class. The newspapers should be from local communities in addition to one or two major newspapers. Sometimes local jobs are not listed in major newspapers.</i></p> <p><i>There are many World Wide Web addresses that can be accessed for more information on job skills and job opportunities. You will want to start your own file of addresses that may be helpful to participants or for your own reference. Some addresses may be helpful to participants and others may not be helpful. Search on the Internet to avoid getting into addresses that do not provide reliable information. Avoid information overload for participants.</i></p>



Discussion	Comments/Notes
<p>When Looking for a Job ... Keep a Log or Diary</p> <p>Keep any job search information in a notebook. You may choose to use the computer to store your information. If you use a computer, save the computer information on a disc for backup. You may also wish to print a copy of the information.</p> <ol style="list-style-type: none">1. Where you applied for a job, name of business.2. The contact person's name, address, telephone number.3. Date you submitted application.4. Date you heard back from potential employer.5. Date you contacted them for information about the position.6. How long they will keep your application on file.7. Any information you know about the job such as job title, description of job, wages and hours.8. Keep a copy of the application and your letter of application. <p><i>Information written by:</i> Kathy Bosch, Extension Associate, Kansas State University, Manhattan, KS</p>	<p><i>Activity 2-15: Making a Job Search Notebook</i></p> <p><i>Your agency or group may have already provided participants with notebooks at the start of class. If not, this is an important time to provide participants with a notebook. It may be a pocket folder or notebook. This activity will help participants be more organized. Some of them may have limited record-keeping skills or experience. Encourage them to keep accurate and updated records. Personal coaches may assist them with the organization of their notebook.</i></p>



Activity 2-10: Finding a Job

Ask several people how they found out about their jobs.

1. Did they see their job advertised in the newspaper or on a bulletin board?
2. Were they told about the job from a friend or did they hear an ad on the radio?
3. Did they send a resume or letter?
4. Did they fill out an application form at the place of business or take it home?
5. Were they interviewed for the job?
6. Do any of these people have a job similar to the job you would like to get?



Activity 2-11:

My "To Do" List for Finding a Job

The three most important things I must do today.
(Urgent or important things)

Personal

- 1.
- 2.
- 3.

Job Related

- 1.
- 2.
- 3.

If you write down the list of things that you need to get done, you will tend to get the items accomplished. Most of us will forget to do some of the things we think about doing. Have you ever forgotten to do something that was important? Maybe you forgot about doing the task. Maybe you put things off until the last minute. Writing things down on paper helps you decide what things must get done—or the things that are most important to you.

Activity 2-12: Looking for Jobs in the Newspaper

Look in newspaper ads for jobs. Bring sections of some Sunday papers from larger newspapers for job ads.

1. What can you tell about the job from the job ad? Sometimes you get a lot of information. Other times you do not find out much about the job.
2. Are you supposed to call for an application form?
3. Are you supposed to stop by for an application form?
4. Can you tell anything about what type of work you would do?
5. What about necessary training?
6. What about work hours and wages?

Try to find at least one job that you can check into. Call and ask them what the procedure is to apply for a job or write them if they have given you an address to contact.



Activity 2-13: "Surfing" for Jobs on the Web

Complete a search on a basic search engine using words like:

- Job skills
- Job openings
- Job search
- Employment
- Jobs wanted
- Job ads
- Resume
- Job applications
- Career options

Often there are more specific areas to search under each address such as restaurant jobs, custodial worker, secretary, engineering and health care jobs. This can be tailored to your individual interests. You can spend hours on the computer doing searches, so you may need to limit the time you spend on this activity.

Activity 2-14: Looking for Job Openings

Bring job announcements or ads to class during the next few weeks. The job ads can be from newspapers, the Internet, bulletin boards, radio announcements or any other sources.

1. What is the type of job listed?
2. What would you do on the job?
3. Does the ad tell you anything about when you would work or what you would be paid?
4. How do you contact the potential employer?

Activity 2-15: Making a Job Search Notebook

Make a notebook or computer file with all of the job listings that interest you. Keep a record of the date you checked into a job and any other details you may have about the job. Include any other helpful information relating to job seeking. For instance, you may want to keep a list of the newspapers you usually check.

This notebook or file will help you get organized and stay organized. You will have one place for all your important papers that relate to finding a job. This will help you save time. It will help you get more done and will help you have less stress. Keeping a record of your job search efforts will help you see your accomplishments.