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Effectively Obtaining and Completing a Job Application

(Part I)



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Because of a challenging and a changing economy, obtaining a good paying job can be difficult. This is especially true for younger adults. Though the unemployment rate in U.S. has dropped over the last few years, many younger adults still struggle to obtain a job. There is a lot of competition in the job market. *The U.S. Bureau of Labor Statistics* estimated that the unemployment rate for those between the ages of 18-19 is about 15 percent. Therefore, it is important for young adults that are searching for a job to do what they can to increase their odds of being hired. This can be achieved by properly obtaining a job application and completing it.

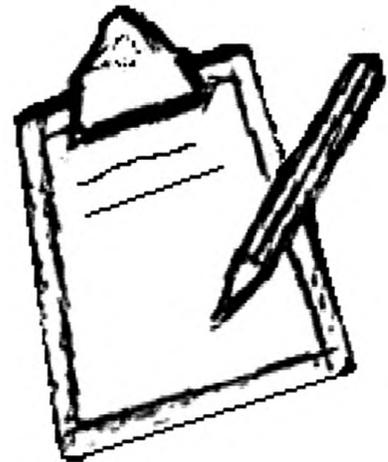
If you personally go into a business to pick up an application, it will be important to dress properly and make sure you are well groomed. First impressions do matter and your appearance will be judged even when you pick up an application. If you have an opportunity, introduce yourself to the manager, either when you pick up an application or drop one off. Inform him or her of your interest in the job. A firm handshake and the mentioning of your name to the manager will set you apart from others.

Answer each question with a complete sentence on a separate piece of paper.

1. What is the unemployment rate for young adults?
2. What are two ways to increase your odds of obtaining a job?
3. Before entering a business to obtain an application, what should you make sure to do?
4. If you have the opportunity what should you do, when picking up or dropping off an job application?
5. What will set you apart from other people that are interested in the same job?

Make sure you take good care of the job application. The application is going to become a reflection of you. It will send an important impression of who you are to the employer. Remember, you don't get a second chance to make a good impression. Therefore, make sure you don't fold it, wrinkle it, or get stains on the application. Immediately, place the job application in a folder for safe keeping. It would be wise to make a copy of the application. This way you can use the copy as a practice form. You will most likely make mistakes when filling it out.

The final version of your job application should be perfect. This means that neatness does count. You will want to have legible and neat writing. There shouldn't be anything crossed out. Also, you only want to use whiteout in the case of an emergency and/or on a small area. When possible complete the application on the computer.



There are several other important considerations that you should be aware of that can help get your application on the "Yes" pile. The final application that you turn in should be done in only blue or black ink. Also, you will want to make sure there are no spelling, grammatical, or punctuation errors. It is wise to have another person with strong written language skills to read through your completed application and check for errors. Further, all sections of the applications should be completed or the letters "N/A" should be used. "N/A" means not applicable or it doesn't apply to you.

6. What does the application become a reflection of?
7. What do you want to make sure not to do with or to your job application?
8. What is it wise to do with an application that you just obtained?
9. What does count with an application?
10. What color ink should you use to complete an application?
11. What type of errors do you want to make sure there are none of?
12. What sections should you leave blank?

Ending Up in the "Yes" Pile.

"Be Careful, Complete, and Correct."

Doing the following will ensure a quality application and increase your chances of ending up in the "Yes" pile.

BE CAREFUL

Follow instructions on your application, write neatly, and use black or blue ink pen.

BE COMPLETE

Answer every question. If a question does not apply to you write "N/A." Describe all of your skills and abilities. After you complete the form, read it again to ensure that no information is missing.

BE CORRECT

Watch your spelling, grammar, and punctuation.

Job Interview Pile



Stay Out of the "No" Pile.

Doing any of the things below can lead to your application ending up in the "NO" pile or trash.

- Not following instructions
- Misspelled words
- Messy writing
- The use of pencil or unacceptable ink color
- Wrinkled or messy application
- Incomplete or blank information
- Use of words such as "quit" or "fired"
- Application not signed
- Salary requirements not realistic

Using the two charts above, answer the following questions.

13. What do the two charts above show?
14. In order to increase your chance of obtaining a job interview, what three things should you remind yourself to do when completing a job application?
15. What could be four things that could cause an employer not to want to interview you?