

Application Instructions

Your application may be your first impression on the employer. Make it a good one!

1. You may use pencil today for your rough draft, but your final product will be in blue or black ink.
2. Put your name and English teacher's name and period on the top right corner of the page.
3. Think before you complete each entry. DO NOT print in pencil and go over it with pen. Take your time.
4. No write-overs or cross-outs on the final form. If you tend to make mistakes, try using an erasable pen.
5. If you do not want to use your real phone number or Social Security number, make them up. Do not leave blank.
6. For Salary Desired, pick the hourly rate appropriate to the position for which you are applying.
7. You are applying for an entry-level job, such as at Lagoon or McDonald's. Neatly underline or circle one position in which you are interested. Think about how you would be suited for that position; you will likely be asked about it during your interview.
8. For Education, enter Centennial Junior High School, 740 South Sunset Drive, Kaysville, UT 84037. From month and year you began 7th grade. Anticipated completion date should be June of this year. Check the appropriate space for your intended long-term education goals.
9. For references, think about who would say something about you that would make an interviewer want to hire you. References should be adults (preferably over 22 years old) and not related to you. You must have a **personal reference** (family friend, neighbor, church contact, coach, etc.), a **teacher reference** (who gave you an H?), and a **work reference**. If you have not had formal work experience, consider people who have hired you to shovel snow, do yard work, take care of pets, babysit – any service that you have provided someone else, whether paid or as a volunteer. Before you provide references for a "real" job application, ask the individuals if you may use them as a reference and the best way for an employer to reach them (home phone, email, work phone, etc.) Use business phones and addresses for teachers (school address) and employers.
10. For Work Skills, consider things such as working well with children, writing, speaking, math, supervising, customer service, working with particular tools (cash register, landscaping equipment, sound systems), handling money or any other skill you have which would be helpful in a job situation.
11. For computer skills, enter any computer programs (not games) with which you are proficient, such as Excel, Word, Powerpoint, OneNote, WordPerfect, Publisher, Front Page, Dreamweaver, PhotoShop, PrintShop, Outlook, etc. Enter your typing speed in words per minute. Don't fib – many employers require a typing test.
12. For work skills, consider leadership, communication, math, writing, listening, filing, typing, equipment operation or maintenance (list what type of equipment), expertise with computers or office machines, or any other marketable skill.
13. For previous employment, enter the appropriate information. Be specific about duties. For example, while you were babysitting, did you also cook meals and do housework?
14. For availability, circle the number of hours you are willing/able to work per week. Don't forget you'll also have to balance your homework and other personal commitments.
15. Sign and date your application with today's date.

Proofread your application, ask a friend to check it for you, and make any corrections. The final product should be easy to read, neat and attractive.

To print a clean copy of the application, go to the school website, click on Counseling, 9th Grade Career Skills and download the application. Do not turn in your rough draft (blue highlight.)