



WATCH Project



Building Pathways to a Brighter Future

Job Search Series



Job Application Tips

Career Coordinator Packet

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WATCH Project Career Coordinator

Watch the video:

www.csiu.org/watch

Select
Flipped Learning
from the menu.



WATCH Core Mission

The **Work Attributes Toward Careers in Health** Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- Direct Care Workers (DCW)**
- Certified Nursing Assistants (CNA)**
- Licensed Practical Nurses (LPN)**
- Registered Nurses (RN)**
- Emergency Medical Technicians (EMT)**
- Paramedics (EMT-P)**
- Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

csiu.org/watch

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Suggestions for Completing Job Applications

Read entire application before you begin writing.

- Get your mind into a detail-oriented mode; pay attention to detail.
- Following and not following directions sends a message to employers.
- How is the application formatted?
- How much space is allowed for information?
- You may need to adjust your writing size to put complete information into the application.

Use **black** ink, unless directions specify differently.

Fill in every space.

- Use a small, neat dash, “N/A,” “none,” or “will explain at interview.”
- Be consistent with whichever of the above you use on entire application.

Name and address section

- Include middle initial.
- Do not abbreviate town, street, road, lane, avenue, etc.
- Use appropriate email address.

Education

- If you attended more than one high school, use the last school attended.
- Include vocational-technical classes or programs and continuing or adult education classes.
- Do not abbreviate school names.

References

- ASK PERMISSION!!!
- Be sure your reference address, phone and email contact information is current.
- Choose people who can be contacted during business hours.

Employment

- Follow directions -- usually most recent employment first.
- Know the difference between employer, type of business and job title.
- Give a detailed description of duties; if limited space, provide special duties or higher-level skills.

Reasons for leaving

- Do not use *fired, quit, or terminated*.
- See “Reasons for Leaving” handout for alternative suggestions.

Salary

- Write “*Open*.”
- At interview, if asked to explain “*Open*,” respond “What would you be willing to pay someone with my experience, training and/or skills?”

Position applying for

- Do not use “*anything*.”
- Use a job title or type of work.

Full-time/ Part-time

- The more flexible you are, the more employable you are.
- Temporary or part-time work is an increasing trend with employers. This is an opportunity to prove your work ethic. Employers tend to pull applications of past temporary workers instead of advertising for a position.

Other experiences/ additional skills

- Never leave this section blank.
- Use the “30 Second Commercial” handout.
- List skills or qualifications that don’t show up in work responsibilities.
- List training experiences and workshops that you have attended.

30 Second Commercial Form for Networking / Direct Employer Contact

Here's a 30 Second Commercial to help you speak to those in your network and direct employer contact.

A **30 Second Commercial** is a brief statement you can use when doing your networking, speaking to employers at job fairs, introducing yourself to an employer, etc. It is intended to be a brief synopsis that sells your skills and desired employment situation.

Practice your commercial a few times so it sounds natural.
These statements can include any or all of the following:

Greeting:

Hello, my name is _____.

Experience:

I am an experienced _____ or I have ____ years of expertise in the _____ industry.

Strengths:

My strongest skills are in _____ and _____.

Accomplishments:

I have received awards/recognition for _____.

Area of Interest:

I am interested in working in the field of _____ or

I am interested in expanding my expertise in _____.

30-Second Commercial Form

Career Field or Job Title _____

Present/Most Recent Job Title _____

A Major Accomplishment from that position _____

Previous Job Title _____

A Major Accomplishment from that position _____

Education _____

Other Accomplishments _____

Personal Traits/Values _____

Application Information

Name and Address			
Full Name:	Mailing Address:		
	Street		
Social Security Number:			
	City	State	Zip
Home Phone:	County:		
Email Address:	Previous Address:		
	Street		
Cell Phone:			
	City	State	Zip

Education		
High School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not Do you have your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Diploma	Major
Technical/Community College	Year Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree	Major
College or University	Year Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree or Diploma	Major
Other College	Year Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree or Diploma	Major

Are there any other experiences, skills, or qualifications you possess that would benefit our organization? (i.e., special interests, hobbies, clubs or activities)

Application Information

Additional Information			
Position Applying for:	Full Time:		Part Time:
	Days Available:		Days Available:
Military Service Branch	From (M/Y)	To (M/Y)	Job Title:
<p>Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense? If yes what was the result or disposition of the case?</p> 			
<p>I certify that I am a U.S. citizen, permanent resident, or foreign national with authorization to work in the United States.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>			

Certification or License (Title, Year Received and Expiration if one)

References (Three persons <u>not</u> related to you both personal and professional, whom you have known at least one year.)			
Name	Address	Occupation	Years Acquainted
1.			
2.			
3.			
4.			

In case of emergency notify:	Name:	Relationship:
	Address:	Phone:

Application Information

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

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Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				