

# HOW TO COMPLETE A JOB APPLICATION

**Student Name:**  
**Teacher Name:** Mrs. Avila  
**Class Name/Subject:** Marketing  
**Period:** 3 & 4  
**Assignment Week:** # 1  
**April 20<sup>th</sup> – April 24<sup>th</sup> 2020**  
**Due:** On or before May 8<sup>th</sup> 2020

## Tips for Teenagers

Are you a teen getting ready to start applying for jobs? Do you need some guidance on the best way to apply for jobs, fill out job applications, secure interviews, and get hired?

If you're a teenager applying for summer work, or a part time job during the school year, you should be aware that how you apply can make the difference in getting hired:

- ✓ Your application needs to be completed **accurately and legibly**, or you can expect it to get tossed into the reject pile.
- ✓ Leaving off important information can have the same effect. Whether you're applying in person or online, it's important to provide **all** the information the employer requests.
- ✓ Before you start filling out job applications, be sure that you take the time to find out what **information you will need** to provide to prospective employers.

## Consider Writing a Resume

It's a good idea to put together a resume, even though many employers won't ask for one. It will give you the opportunity to organize and categorize your experience and can be useful when filling out applications to maintain consistency and accuracy in filling in your work dates and experiences. Plus, it's good to have a starting point that you can add to and edit as you gain experience over the next few years.

## Practice Filling Out Applications

Practice filling out an application **before** you start applying for jobs. If you take the time to practice filling out an application, you'll do better when the real thing comes along. This, in turn, will increase your chances of getting hired.

**\*\*Tip:** If you're not sure about something on the application, ask for help from a family member, guidance counselor, or friend.

## More Tips for Teens Completing Job Applications

Whenever possible, **take the application home**. Or fill it out online so you don't have to rush while sitting in an employment office or at the front of a store. Make a list of all the information you need to include on the application prior to filling it out.

**Neatness counts.** Have a friend or parent with nice handwriting help you fill out your paper applications if your handwriting is subpar. If you are careless when completing an application, then employers are likely to think that you might be careless on the job.

**Make a copy or take a picture.** If you have access to a printer, make a copy to use when filling out other applications, since they all ask for pretty much the same information, often even in the same order. You might also take a picture of the application with your phone, so that it's easier to apply next time. It is useful to have an extra copy of your application on hand in case an employer loses it or has difficulty accessing your application.

**Complete all sections of the job application.** Show the employer that you can follow directions by filling in all sections of the application form. If you don't have information to put in a box, you can write "N/A" (not applicable). Do not leave any part of the application blank because the prospective employer will not know if you left it blank because you did not read it OR if you left it blank because it did not apply to you. Make certain you review all questions carefully to make sure you understand what they are asking for.

If you don't have formal work experience, it's fine to list jobs like babysitting or yard work, or participation as an officer in a school club or student government. Volunteer work in the community is also worth including in lieu of employment and is viewed by employers as a sign of seriousness and maturity. Request help from a parent or guidance counselor if you need assistance responding to any items that seem confusing.

**Accuracy Counts.** Check your application for spelling and grammar mistakes and have someone else review it. Put your finger on every word to make sure it is correct, even if you are typing and using spellcheck.

Make sure you emphasize the responsibilities of your past jobs that are most relevant to your target position when completing your descriptions. For example, suppose that you only spent a fraction of your time generating documents in your campus job, but it will be the primary function in the job you're applying for. List that activity **first** on the application when describing your campus job so that your key qualification is easily noticed.

Use action words that denote skills, like "organized," and "taught" to lead your phrases when describing past jobs. Also, be aware that employers of teens value reliability, especially in terms of attendance and punctuality. Try to incorporate references to perfect attendance and punctuality, if possible.

Don't forget to include honors or awards. Employers will perceive achievements like a good GPA or membership in a National Honor Society as evidence of a strong work ethic.

**Assemble a list of references.** Most employers will request three or four references. Be prepared to furnish the names, job titles, and contact information for your references. Always ask the individuals you are going to use as a reference if you may use them as a potential contact on your job application.

People who can vouch for your work ethic and responsibility are fine to use as a **character reference** if you don't have employment references. If you haven't held a formal job, consider asking families for whom you babysit or have done odd jobs, as well as teachers, coaches, or members of the clergy. You should ask several people if they might be willing to give you a positive recommendation, should they be contacted by a potential employer. Whenever possible, give your references a heads-up if you think an employer will be contacting them so that they can be prepared to represent you well. Employers of teens value reliability, especially in terms of attendance and punctuality. Try to incorporate references to perfect attendance and punctuality, if possible.

Student Name:  
Teacher Name: Mrs. Avila  
Class Name/Subject: Marketing  
Period: 3 & 4  
Assignment Week: # 1  
April 20<sup>th</sup> – April 24<sup>th</sup> 2020  
Due: On or before May 8<sup>th</sup> 2020



## **Job Application Review**

**Instructions:** After reading the information on How to Complete a Job Application, please fill in the blanks with the correct answers. When you have completed the review, please take a picture of this page on your phone and send it to me OR you can email the completed page to me at – [davila@tusd.net](mailto:davila@tusd.net). You can also print it out and turn it in to KHS on 5/8/20. **DO NOT FORGET** to type your name at the top of this page before printing or sending it to me. Thanks!

A Job Application needs to be completed \_\_\_\_\_ and \_\_\_\_\_. You should always provide \_\_\_\_\_ of the information the employer requests. Find out what information you will need \_\_\_\_\_ you fill out the Job Application. It is a good idea to create a Resume because it will help you \_\_\_\_\_ information and help to maintain \_\_\_\_\_ and \_\_\_\_\_. You should \_\_\_\_\_ filling out Job Applications before you start applying for jobs. If you are not sure about a question on the application, you can ask a \_\_\_\_\_ for help. Take the application home or complete it online so you do not have to \_\_\_\_\_ to get it done. Make a list of all of the \_\_\_\_\_ you will need on the application prior to filling it out. \_\_\_\_\_ Counts! If you are careless on a Job Application, an employer might think you could be careless on the job. **Remember, you never get a second chance to make a good first impression.** The first impression the employer has...before she/he meets you in person is what she/he sees typed/written on the application. Take pride in completing it and remember to always be neat. Since most applications contain the same information often in the same \_\_\_\_\_ it would be smart to save the information for further use by printing it out or saving it on your PC or phone. By filling in all sections of the application you show the employer that you have the ability to follow \_\_\_\_\_. Do not leave any sections of the application \_\_\_\_\_. If the question does not apply to you make certain you write N/A which stands for \_\_\_\_\_. You may list jobs like yard work, babysitting, or participation in a group or club if you do not have \_\_\_\_\_ job experience. \_\_\_\_\_ work in the community is also worth including in lieu of employment and is viewed by employers as a sign of \_\_\_\_\_ and \_\_\_\_\_. Accuracy is very important. You should always check your application for any \_\_\_\_\_ or \_\_\_\_\_ mistakes before you submit it. You should also ask for a “second set of eyes” to look over your application to check for any \_\_\_\_\_ you might have missed. Make sure you emphasize the responsibilities of your past jobs that are most \_\_\_\_\_ to your \_\_\_\_\_ position. When completing your descriptions of previous experience on jobs make sure you use “action words” that describe your skills such as organized or \_\_\_\_\_. Employers of teens value reliability, especially in terms of attendance and punctuality. Try to incorporate references to perfect \_\_\_\_\_ and \_\_\_\_\_, if possible. A good GPA or membership in Honors Classes or clubs indicates a good \_\_\_\_\_. If you would like someone to be a character or professional reference for you, you should always try to give them a “\_\_\_\_\_” so they can be prepared to represent you well.



**Student Name:**  
**Teachers Name:** Mrs. Avila  
**Class Name/Subject:** Marketing  
**Period:** 3 & 4  
**Assignment Week:** #1 (4/24-4/28)  
**Due:** On or before May 8<sup>th</sup> 2020

## **Talk To Me**

**Instructions:** Please go to a Major News Site of your choice. Write or type a one paragraph summary and a one paragraph opinion on **one** of the following topics. Each paragraph must be a minimum of 5 complete sentences. Write/type this assignment in YOUR WORDS. Do not copy text out of the article. So, you will **only have 2 total paragraphs when you are done**....not 4 total paragraphs which is what we usually do.

### **Topic #1 - Jobs & the US Economy**

Since we are learning about how to get a job in this Career Unit, please select an article which is related to the Jobs or our Economy right now. There has been big changes in the job market and the economy. Our economy has went from being very strong to very weak in just a month's time. Tell me what changed and how it affected the job market and why. Describe to me what you think will happen as a result of this sudden decline. Describe any personal insights that would support your position.

### **Topic # 2 - Corona Virus Pandemic**

Write an article on the current Corona Virus Pandemic we are dealing with here in America and all across the world. Describe any details the article provides and any new information you learned after reading the article. Give your opinion on what you think will happen and why. Describe any data or personal insights that would support your thoughts or opinions.

**News Source:** \_\_\_\_\_

**Article Title:** \_\_\_\_\_

**Date Written:** \_\_\_\_\_

**Article Summary:**

**Article Opinion:**