



## Application Tips

- Most applications ask for the same information. One strategy you can use is to complete a generic application and bring that with you when you apply for jobs.
- Read the application first. Answer the questions in your head, then go back to the beginning and start writing.
- Use blue or black ink, not pencil.
- If you make an error, cross it out neatly and write the correct answer next to it.
- Fill in all the blanks! If something does not apply to you, write NA (Not Applicable).
- Write clearly. If the employer cannot read the information on your application, they will throw it away.
- Have someone proofread your application for spelling and grammar.
- Remember to put your most recent employer first when completing your employment history.
- If you do not have an employment history, be sure to list any volunteering you have done, odd jobs around the neighborhood (mowing, raking, or babysitting for neighbors), extracurricular activities you are involved in through school (clubs, sports, etc.), and any awards you have received (honor roll, perfect attendance, class president, etc.).
- For dates of employment, volunteering, etc. use the month/year format unless asked to do otherwise.
- For references, be sure to ask permission before listing people, and never list friends or family. Teachers, former supervisors, and coaches are good choices.

## Job Search Tips

- Don't limit yourself by only applying for one job at a time.
- Network! This is usually the most successful job search strategy because employers would prefer to hire someone who is recommended by a known and trusted source.
- Build a network of friends, family, and other adults that can help you identify job leads.
- A neat, clean, professional appearance is a must.
- A good rule is to dress one step above what might be expected of you on the job.

# Work Readiness Skills

## Show up

- Get to work on time for every shift
- If you have to miss work, keep your employer informed ahead of time
- Know the consequences of being late, missing work, and calling in too much

## Focus

- Keep your mind on the job
- Avoid non-work talk or dealing with personal business at work
- Focus on safety and efficiency
- Don't check your phone, even if you're checking the time

## Smile

- Maintain a positive attitude
- Always try to improve knowledge and skills
- Set reasonable goals and work to meet them

## Improve

- Follow procedures and standard practices
- Ask for help, directions, and instructions
- Accept advice and criticism
- Ask for feedback and ways to improve your performance

## Do More

- Complete assigned tasks and always be willing to do extra
- Be ready to step up and help when needed
- Know how to balance your own and other's needs
- Prioritize job duties; if you don't know what's most important, ask!

## Talk it out

- Control your emotions
- Make constructive suggestions
- Learn, practice, and use good communication skills

## Do the Right Thing

- Respect employer's time and property
- Be honest with yourself and others
- Do the right thing, even when no one is watching!

## Take Care of Yourself

- Look nice, neat and clean for work
- Be ready for work – eat balanced meals, sleep and exercise
- Avoid abusing alcohol and drugs
- Manage and reduce your stress levels
- Make time for fun outside of work!