

How to Apply for a Job!

HOW TO ASK FOR AN APPLICATION:

Depending on the type of job you're applying for, stopping by at an organization to apply in person can be an excellent way to make a positive impression and to secure a job application. Applying directly to the employer can also be a good way to get your application noticed (not just in a "black hole" online).

What to Wear

It's important that you are dressed neatly and have a polished professional appearance when you make your inquiry. In general, you should dress a bit more formally than would be expected in your target job. **When in doubt it is better to overdress than underdress.** Do take the time to dress appropriately because the first impression you make can make a big difference when it comes to getting hired!



Prepare an Introduction

The easiest way to ask for an application is to figure out what you're going to say ahead of time. **Prepare a short 15-second introduction to gain the interest of whomever you first meet.** Your introduction should mention your interest in working with that employer.

For example, you might say "Hi, I'm very interested in any office jobs which may be available for high school students." or "I'm very interested in a summer job, may I please have an application to fill out?"

Manners Matter

Make sure you show respect for any receptionist or other seemingly low-level employee because they may have the power to decide on the spot if you should be considered for any vacancies. Smile warmly, look the person in the eye as you greet them and exude enthusiasm. **A polite, friendly and motivated candidate will receive greater consideration.**

FILLING OUT THE APPLICATION:

You should know that employers do read the forms, and that the way you prepare the application can make a big difference in getting an interview and being hired for the job! Remember, this application is a reflection of you!

Ask if You May Take a Blank Application Home

Filling out the form at home can be easier as you are able to take your time and do a good job. If possible, ask for an extra form, just in case.

Read the Form

Before you start writing, look for instructions that say "use pen only" or that tells you to list information in a certain order. **Show your potential employer that you understand how to follow directions!**

Be Neat (*this is very important!*)

Use a pen or, if you take the form home, you might want to type the information in. If you need to correct a mistake, use correction fluid. **You want them to know you spent careful time working on the application so that they believe you will also spend your time wisely and carefully on the job!**

Answer All Questions Completely and Correctly

Know proper dates, addresses and how to spell names and places. Don't make up answers. If something on the application does not apply to you, be sure you write "not applicable" or "n/a". **Do not leave any parts blank or it will look like you forgot to complete that portion of the application.**



Be Positive

List what you have been doing, not what you haven't done. For example, if you have been unemployed for a period of time, [show the work you have been busy with, such as going to school, being a part of school clubs, participating on a sports team](#). If paid experience is not specified, list any volunteer jobs or activities that can show your skill and ability to work.

Do Not Put Specific Salary Requirements

It is way too early in the job-seeking process to allow yourself to be identified by a specific salary request. You don't want to give employers too much information too soon. In addition, employers often use this question as a screening device — and you don't want to be eliminated from consideration based on your answer. [It's best to say "open" or "negotiable."](#)

Be Clear

Know the position title you are applying for and the right salary range. You may have to do some research to find this information. The Employment Center can probably help you. [Also, most application forms ask when you will be available to start work](#). Be prepared to answer this question.

Alert References Beforehand

List people whom you have [checked with and who have agreed to give a reference](#). You need to tell them that you are listing them as a reference so that they can prepare all the wonderful things they are going to say about you when your employer calls. [There are two kinds of references, 1\) Character or Friend, 2\) Employer](#). Do not use relatives as references.

Re-read the Application When You Are Finished

Make sure you correct any errors or omissions. Have someone else read it. [Check your spelling](#). Then, hand it in or mail it.

Hand Delivering an Application

Hand delivering an application is recommended if possible. When you deliver the application [be sure you are neatly and professionally dressed and come with a smile](#). Remember, this could be their very first impression of you and you want them to think "wow, he/she looks like he/she really wants this job".

Follow Up

When you have submitted a job application but haven't heard from the employer, it can be a good idea to follow up. [Stopping back in to check on the status of your application will show that you are really interested in the job](#).

Helpful Hints:

1. Clean up your public social media profile.

A technology-savvy hiring company is more likely to take an active interest in your social media profile postings. Make sure you don't have public images or content that would distract, or worse yet, deter hiring managers or recruiters from wanting to hire you. Don't provide red flags for recruiters and hiring managers.

2. Employers for teen jobs 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 any honors or awards since employers will likely think a high GPA or Honor Society membership, for example, is evidence of a strong work ethic.

Still have questions? See Ms. Davis in the Career Development Office (1406-c)

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