Applying for a Job

This information sheet provides tips and suggestions to prepare for the job application process.

IMPORTANT STEPS

1. Decide what type of job you want. (This could be full-time, part-time, or seasonal work).
2. Know the different ways to apply. (These include online, in person, or on paper).
3. Look for jobs that interest you. (You can look for jobs online, on social media, through friends, in newspapers, or in person).
4. Research the job and make sure you are good at it and qualified.
5. Write a resume and cover letter if needed.
6. Download a sample application and practice filling it out.
7. Complete the job application.
8. Double check your application for mistakes.
9. Contact the employer after one week if you have not been contacted for an interview.

BE PREPARED

Gather information you will need to fill out an application. This generally includes:

Personal Information

- Name
- Address, city, state, zip code
- Phone number
- Email address
- Social security number
- If you are eligible to work in the US
- If you have been convicted of a felony

Employment History

- Past and current employer
- Address, phone, email
- Supervisor's name
- Your job title and responsibilities
- Starting and ending dates of employment
- Reason for leaving
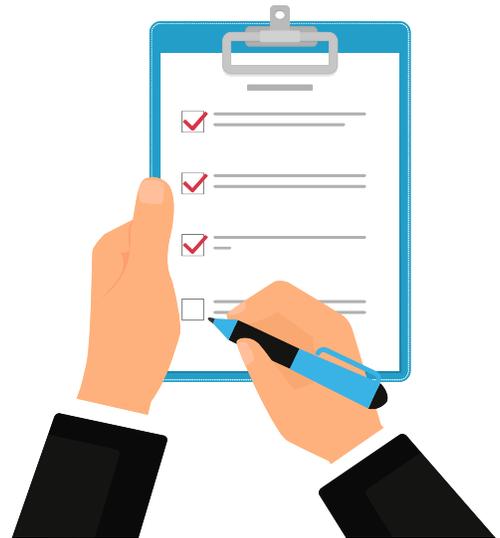
Education and Experience

- Schools you have attended, degrees, and graduation date
- Skills and qualifications

References

- Name
- Job title
- Company
- Address, phone, email

Availability

- Days and hours available
- Date you are available to start work