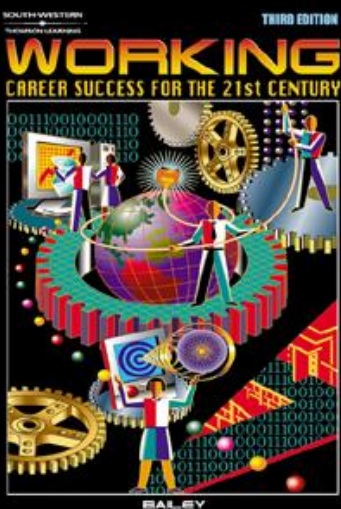**CHAPTER 4**

APPLYING FOR A JOB

LESSONS

- **4.1** Data Sheets and Job Applications
- **4.2** Writing a Resume
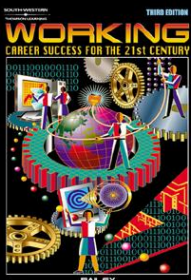- **4.3** Contacting Employers

LESSON 4.1

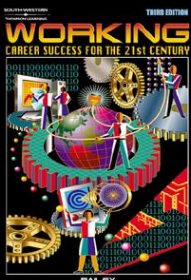# DATA SHEETS AND JOB APPLICATIONS

OBJECTIVES

■ Prepare a personal data sheet

■ Complete a job application form

PERSONAL DATA SHEET

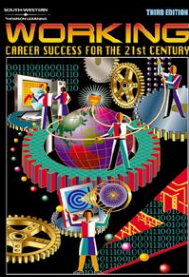A **personal data sheet** is a summary of personal, educational, and occupational information.

PARTS OF A PERSONAL DATA SHEET

- Identification
- Educational background
- Employment history
- References

PDS-Front Side

PDS-Back Side

JOB APPLICATION FORM

A **job application form** is a form used by employers to collect personal, educational, and occupational information from a job applicant.

TIPS FOR COMPLETING A JOB APPLICATION FORM

1. Before you begin to fill out the form, read it over carefully.

2. You may receive an application form through the mail or have a chance to fill it out on your own and return it later.

3. You will probably be asked to print the information.

4. Answer all questions on the form.

Lesson

4.1
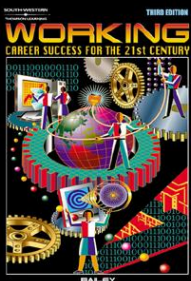
TIPS FOR COMPLETING A JOB APPLICATION FORM

5. Answer all questions honestly.

6. List the specific position or job for which you are applying.

7. Misspelled words give a poor impression of your ability.

8. You may be asked to name the "wages or salary expected."

TIPS FOR COMPLETING A JOB APPLICATION FORM

9. In the employment history part, you may be asked to give the reason for leaving a previous job.

10. After you have filled out the form, check it carefully before mailing it or handing it in.
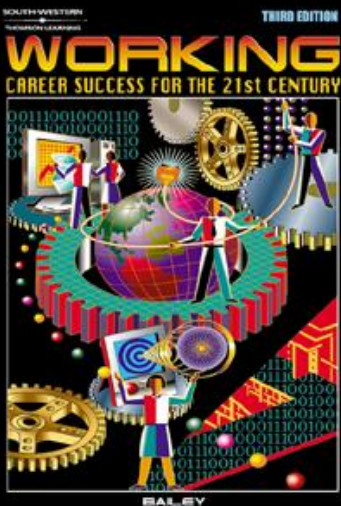
WRITING A RESUME

OBJECTIVES

■ Understand the parts of a resume

■ Write a resume

RESUME

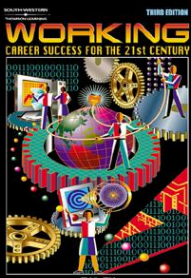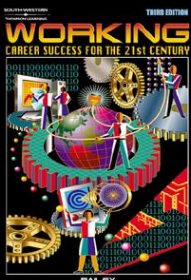A **resume** is a one-page description of a job seeker's history and qualifications for employment.

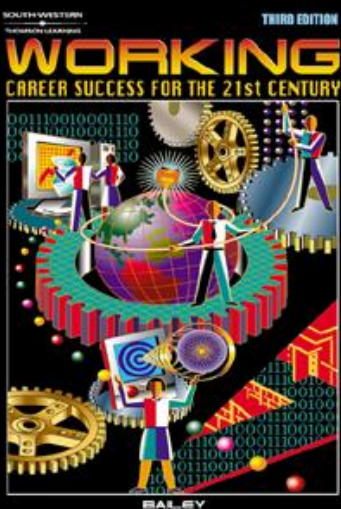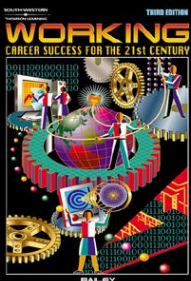**Lesson**

4.2

PARTS OF A RESUME

- Personal information
- Career goals
- Educational background
- Work experience
- References

WRITE YOUR RESUME

- Detailed enough to give an employer the information needed to judge your qualifications

- Neat, error-free, professional appearance

- Attractive page design

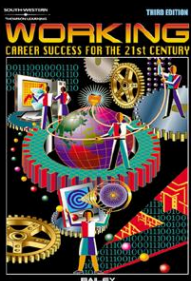- Printed on good-quality paper using a good printer

LESSON 4.3
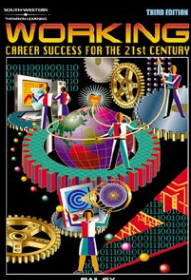# CONTACTING EMPLOYERS

OBJECTIVES

■ Explain four methods of contacting employers about a job

■ Describe the two most common types of pre-employment tests

FOUR METHODS OF CONTACTING EMPLOYERS

- Applying in person
- Applying by telephone
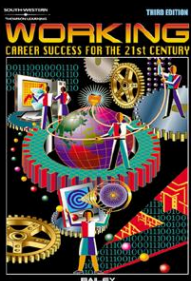- Applying in writing
- Applying online

APPLYING IN PERSON

- Be well groomed and dressed appropriately

- Introduce yourself

- State your interest in the job advertised

- Be prepared to fill out a job application form
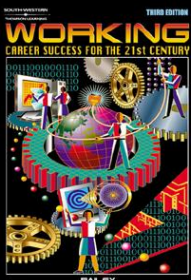
- Be prepared for an interview

APPLYING BY TELEPHONE

- ■ Get organized before you call.
- ■ Call from a quiet place.
- ■ Speak clearly.
- ■ Give your name.
- ■ State your business.
- ■ Be courteous, friendly, and interested.
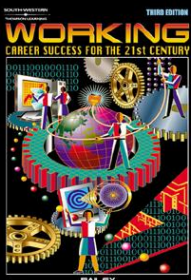- ■ Write down information quickly.
- ■ Ask for an appointment.

APPLYING IN WRITING
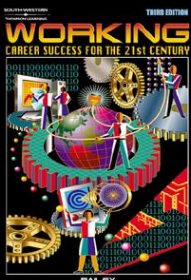
- Cover letter and resume
- Mail, e-mail, or fax

COVER LETTER

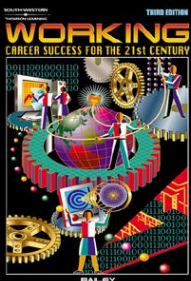A **cover letter** is a letter of application accompanied by a resume that is sent to a potential employer.

APPLYING ONLINE

- E-mail
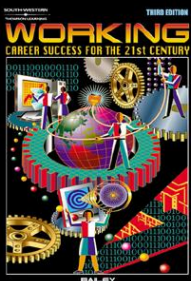- Online application form
- Post a resume to an online database

PRE-EMPLOYMENT TESTS

A **pre-employment test** is a paper-and-pencil test or performance test administered by an employer as part of the job application process.
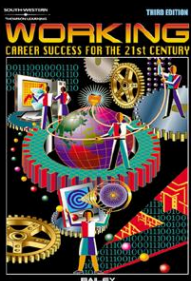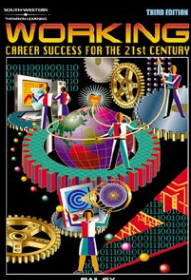
CIVIL SERVICE TEST

- Type of pre-employment test
- Administered to a job applicant seeking a government job
- Intended to promote fairness in employment
- Applicants with the highest scores are given preference in hiring

TYPES OF PRE-EMPLOYMENT TESTS

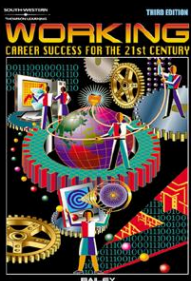- General ability tests
- Performance tests

BEFORE TAKING A TEST
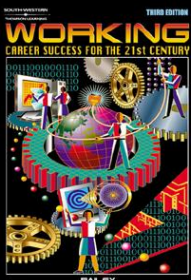
- Exercise
- Relax
- Eat well
- Get plenty of sleep

TAKING A TEST

- Listen to the instructions
- Work steadily and carefully

WORKING

Career Success for the 21ˢᵗ Century
by Larry J. Bailey

Click on the title below to view the presentation for the next chapter.

CHAPTER 5

INTERVIEWING FOR A JOB