

## EL Civics 33.7 Interview Questions Based on Job Application Practice

The questions for this job interview practice come from the job application on the next page. Questions 14–16 are important questions not from the application. The job application has the answers for the questions. The numbers at the end of each question are where the answers are found on the job application.



1. What is your name? (1)
2. What date did you apply? (1)
3. When can you start? (7)
4. What position are you applying for? (5)
5. Where did you go to High School? Did you graduate? Do you have a High School Diploma? (8)
6. Where did you go to college? Did you graduate? What degree did you receive? (10, 11)

7. Who was your previous employer? (16)
8. How long did you work in your previous job? (14, 15)
9. Who was your supervisor? (20)
10. What were your duties? (21)
11. Why did you leave? (22)
12. What was your ending salary? (18)
13. What kind of salary do you expect here? (6)



### Not from the application; but important:

14. Why do you want to work here?
15. What is your biggest weakness?
16. What are your strengths? Why should I hire you?

## Possible Answers: Teacher suggestions

Have students generate these answers or prompt them to give these responses.

13. What kind of salary do you expect here? (6)

I want \$30.00 an hour. I would like \$30.00 an hour. The salary is negotiable.  
*Polite way to ask*                      *What to say when you do not know what to ask*

14. Why do you want to work here?

I want to add to my skills and experience. I believe you have a lot to offer.

15. What is your biggest weakness?

I need direction. I need someone to tell me what to do. But I enjoy following direction.  
*Strength for this weakness*

I do not have a lot of experience. But I am a quick learner and a self starter.  
*Strength for this weakness*

16. What are your strengths? Why should I hire you?

I speak more than one language.

I am a hard worker.

← Possible answers for strengths

I am a fast learner.

I have a lot of experience in this kind of work in my country.

## Job Application

<b>(1) Personal Information</b>			Social Security	Date
Last Name	First Name	Middle Name	XXXXXXXXXXXXXXXXXXXX	
<b>(2)</b> Present Address (Street, City)			State	Zip Code
<b>(3)</b> Home Phone	Business Phone XXXXXXXXXXXXXXXXXXXXXXXXXXXX		<b>(4)</b> Email Address	
<b>Employment Desired</b>	<b>(5)</b> Position Desired	<b>(6)</b> Salary Desired	<b>(7)</b> Date Available	
<b>Education</b>		Name and Location of School		Number of Years Completed
High School	<b>(8)</b>		<b>(9)</b>	Yes ___ No ___
College/ University	<b>(10)</b>		<b>(11)</b>	Yes ___ No ___
Trade/ Technical School	<b>(12)</b>		<b>(13)</b>	Yes ___ No ___

### Employment History

List Previous or last employer first

<b>(14)</b> From: MO/YR	<b>(15)</b> To: MO/YR	<b>(16)</b> Employer's Name	<b>(17)</b> Address: XXXXXXXXXXXXXXXXXXXX
<b>(17)</b> STARTING SALARY: \$ PER	<b>(18)</b> ENDING SALARY: \$ PER	<b>(19)</b> Job Title:	<b>(20)</b> Supervisor
<b>(21)</b> DESCRIPTION OF DUTIES:			

### **(22)** REASONS FOR LEAVING:

<b>References:</b> (List 2 references not related to you)	<b>(23)</b> 1. Name and Position:	Telephone:
	<b>(24)</b> 2. Name and Position:	Telephone:

<b>(25)</b> Signature _____	Date _____
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Please use the information from Gabriella's job application and practice the job interview questions on the previous page. Practice with a classmate.

Use the information from Rafiq and Mario's applications. Do more interview practice with the same questions. Do practice interviews with a classmate.

### Job Application

<b>(1) Personal Information</b>			Social Security	Date
Last Name <b>Loy</b>	First Name <b>Gabriella</b>	Middle Name <b>Eva</b>	XXXXXXXXXXXXXXXXXXXX	<b>05/05/14</b>
<b>(2) Present Address (Street, City)</b> <b>12543 Black Pine Road, Orange</b>			State <b>CA</b>	Zip Code <b>92802</b>
<b>(3) Home Phone</b> <b>714-655-8754</b>		Business Phone XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		<b>(4) Email Address</b> <b>gelay@yahoo.com</b>
<b>Employment Desired</b>	<b>(5) Position Desired</b> <b>elementary school teacher</b>	<b>(6) Salary Desired</b> <b>\$30.00 an hour</b>		<b>(7) Date Available</b> <b>in two weeks</b>
<b>Education</b>	Name and Location of School	Number of Years Completed	Did you Graduate?	Degree Received
High School	<b>(8) Diamond Bar High School Diamond Bar CA</b>	<b>4 years</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>(9) Diploma</b>
College/ University	<b>(10) Cal State Fullerton University</b>	<b>4 years</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>(11) BA Degree</b>
Trade/ Technical School	<b>(12) CA State Riverside University</b>	<b>1 year</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>(13) Credential</b>
<b>Employment History</b> <span style="float: right;">List Previous or last employer first</span>				
<b>(14) From:</b> MO/YR <b>09/2008</b>	<b>(15) To:</b> MO/YR <b>06/2010</b>	<b>(16) Employer's Name</b> <b>Litel Elementary Sch</b>	Address: <b>Orange</b>	State and Zip Code XXXXXXXXXXXXXXXX
<b>(17) STARTING SALARY:</b> \$ <b>10 PER hr</b>	<b>(18) ENDING SALARY:</b> \$ <b>14 PER hr</b>	<b>(19) Job Title:</b> <b>teacher's assistant</b>	<b>(20) Supervisor</b> <b>Mr. Carr</b>	Telephone: <b>(909) 898-7043</b>
<b>(21) DESCRIPTION OF DUTIES:</b> <b>Assisted and helped the classroom teacher</b>				
<b>(22) REASONS FOR LEAVING:</b> <b>Moved to the city of Orange</b>				
<b>References:</b> (List 2 references not related to you)	<b>(23) 1. Name and Position:</b> Telephone: <b>Professor</b> <b>Mr. Stapleton (909) 568-1564</b>	<b>(24) 2. Name and Position:</b> Telephone: <b>Supervisor</b> <b>(909) 898-7043 Mr. Carr</b>	3. Name and Position: XXXXXXXXXXXXXXXXXXXX	
<b>(25) Signature</b> <u>Gabriella E. Loy</u>			<b>Date</b> <u>May, 5, 2014</u>	