

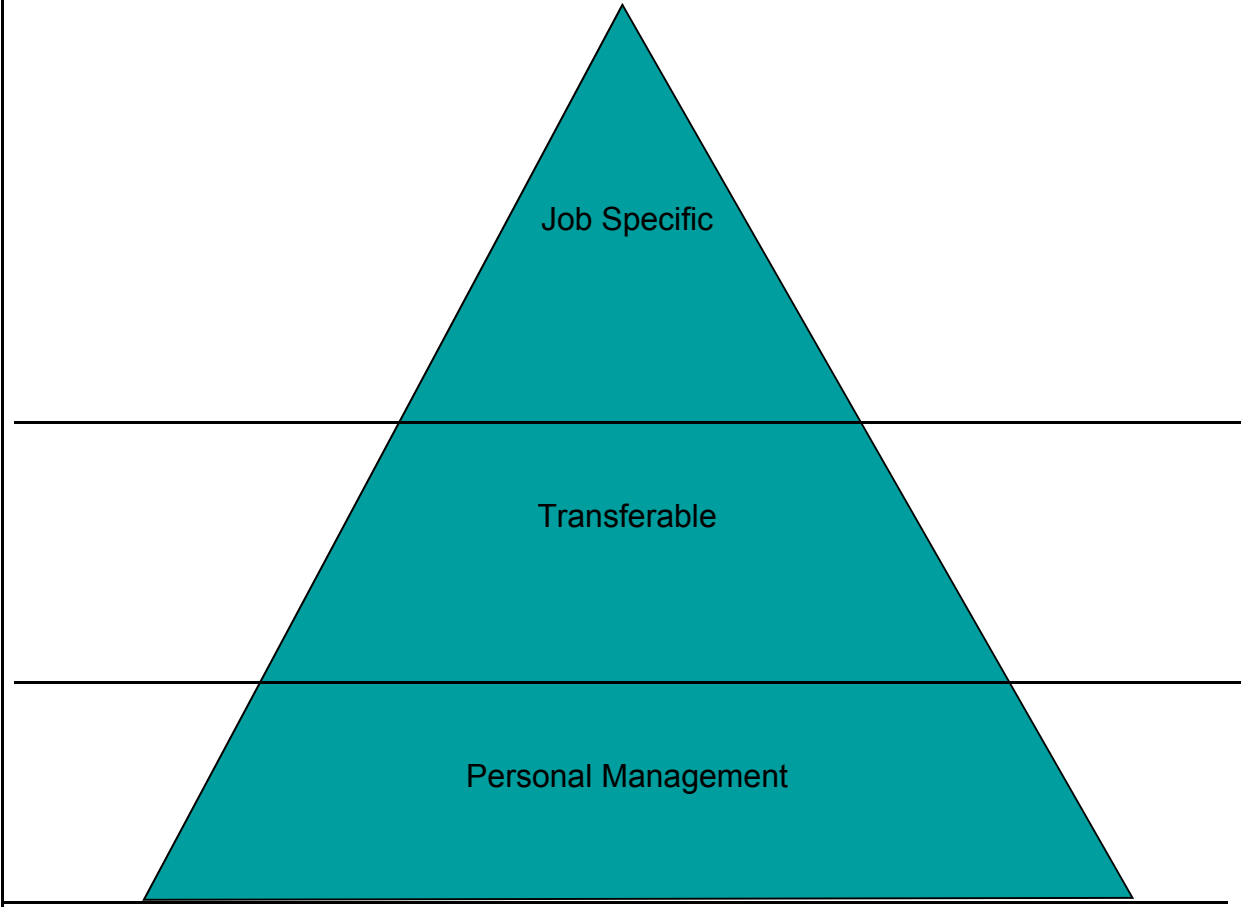


JOB CLUB ASSIGNMENT CHECKLIST

- _____ Skill Statement
- _____ Hidden Job Market Contact
- _____ Employer List
- _____ Application
- _____ Cover Letter
- _____ Thank You Letter
- _____ Resume/References
- _____ Interview Cheat Sheet/Taped Interview
- _____ Goal Setting Calender



Skills Diagram



Try a skills statement here:

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

This application is active for _____ days.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, Please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. PLEASE PRINT.

Job Applied for _____ Today's Date _____

Employment Status Sought: Full-time Part-time Temporary Seasonal

When are you available for employment? _____

PERSONAL DATA

| Last Name | First Name | Middle Name |
|-----------|------------|-------------|
|-----------|------------|-------------|

| | | | |
|------------------------|------|-------|----------|
| Present Street Address | City | State | Zip Code |
|------------------------|------|-------|----------|

| | |
|------------------|------------------------|
| Telephone Number | Social Security Number |
|------------------|------------------------|

Are you at least 18 years of age?Yes No

Have you ever applied here before?Yes No When? _____

Were you ever employed here? Yes No When? _____

Have you ever been convicted of a felony?Yes No

If yes, give details _____

Are you eligible to work in the United States?Yes No

Do you have any commitments or agreements with another employer which might affect your employment here?Yes No

If yes, please explain _____

Education

| Name, Address and Location of School | Highest Grade Completed | Did You Graduate |
|---|-------------------------|-------------------|
| High School: _____ _____ | | |
| College or University: _____ College Major: _____ Degree: _____ | | |
| Additional Educational and/or Vocational or Technical Training Information | Courses Taken | Courses Completed |
| School: _____ | | |
| School: _____ | | |
| School: _____ | | |

QUALIFICATIONS & SPECIAL SKILLS

For Driving Jobs Only: Do you have a valid driver's license?Yes No

Driver's License Number _____ State _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, give name(s). **PLEASE GIVE MONTH AND YEAR.**

| | | | |
|--|---------------|---------------|--------------------|
| Employer | Supervisor | Salary Start: | End: |
| Address | | | Phone |
| Dates Employed From: To: | Position Held | | Reason for Leaving |
| Duties | | | |

| | | | |
|--|---------------|---------------|--------------------|
| Employer | Supervisor | Salary Start: | End: |
| Address | | | Phone |
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| Dates Employed From: To: | Position Held | | Reason for Leaving |
| Duties | | | |

REFERENCES

Give three references, not relatives or former employers

| Name | Address | Phone | Yrs Acquainted | Occupation |
|------|---------|-------|----------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed on this application may be contacted by the Company. These references are authorized to give the Company any and all pertinent information they may have. I release all persons or entities involved, including the Company, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by the Company.

I agree to conform to all the Company's policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company has the same right.

Signature _____ Date _____



COVER LETTER WORKSHEET

_____ (Date mailed)
_____ (Hiring authority-**GET A NAME**)
_____ (His/Her Title-**BE CORRECT!**)
_____ (Company Name)
_____ (Address)
_____ (City, State, Zip)

Dear _____:

(Why you're writing) _____

(Why you should be hired--Use skills statement) _____

(Thank you, control statement, and any additional action) _____

Sincerely,

_____ (Your typed name)
_____ (Address)
_____ (City, State, Zip)
_____ (Phone #)



JOB CLUB-----

THANK YOU LETTER WORKSHEET

_____ (Date mailed)
_____ (Hiring authority-**GET A NAME**)
_____ (His/Her Title-**BE CORRECT!**)
_____ (Company Name)
_____ (Address)
_____ (City, State, Zip)

Dear _____:

(Thank employer, restate interest) _____

(Remind employer of your skills- emphasize benefit to company) _____

(Positively state interest; final thanks) _____

Sincerely,

_____ (Your typed name)
_____ (Address)
_____ (City, State, Zip)
_____ (Phone #)



JOB CLUB-----
FUNCTIONAL RESUME WORKSHEET

 (Name)

 (Address)

 (Telephone #)

Objective: (what do you want to do?)_____

HIGHLIGHTS OF QUALIFICATIONS

⌘ _____
 ⌘ _____
 ⌘ _____
 ⌘ _____
 ⌘ _____

RELEVANT EXPERIENCE

_____ (job specific skill category)
 ⌘ _____
 ⌘ _____
 ⌘ _____

_____ (another job specific category)
 ⌘ _____
 ⌘ _____
 ⌘ _____

EMPLOYMENT HISTORY

(List in chronological order, beginning with most recent)

| Job Title | Employer, city, state | Dates |
|------------------|------------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

EDUCATION

| (School, city, state) | (degree) | (years attended) |
|------------------------------|-----------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |



JOB CLUB-----

RESUME WORKSHEET - CHRONOLOGICAL/FUNCTIONAL STYLE

Name _____

Address _____

City, State, Zip _____

Phone _____

EMPLOYMENT OBJECTIVE *(What do you want to do?)*

HIGHLIGHTS *(What benefits do you offer employer, i.e. flawless safety record; excellent attendance; typing speed; technical skills)*

Ⓓ _____

Ⓓ _____

Ⓓ _____

Ⓓ _____

WORK HISTORY *(List in chronological order, beginning with current or most recent first)*

| | | | |
|-----------|----------|----------|-------|
| Job Title | Employer | Location | Dates |
| Duties: | | | |

| | | | |
|-----------|----------|----------|-------|
| Job Title | Employer | Location | Dates |
| Duties: | | | |

| | | | |
|-----------|----------|----------|-------|
| Job Title | Employer | Location | Dates |
| Duties: | | | |

EDUCATION

| | | | |
|--------|-------------|----------|-------|
| Degree | Institution | Location | Dates |
|--------|-------------|----------|-------|

REFERENCE

REFERENCE WORKSHEET

(Name)

(Title)

(Company) **Your most recent supervisor is best**

(Address)

(City, State, Zip)

(Daytime phone)

(Name)

(Title)

(Company) **Use another supervisor,**

(Address) **co-worker, or close friend**

(City, State, Zip)

(Daytime Phone)

(Name)

(Title)

(Company) **Another co-worker or a teacher**

(Address)

(City, State, Zip)

(Daytime Phone)



INTERVIEW CHEAT SHEET
=====

Can you tell me a little bit about yourself

State job **objective** _____

State **experience** _____

Link your skills from last job to this one _____

Stress your job **skills** _____

Talk about your **education** _____

Talk about **transferable skills** _____

Talk about **fitting-in skills** _____

Prove your **dedication** _____

Mention **success** _____

Return the **question** _____

Give Examples:

1. Choose **example**. _____

2. Tell the **story**. _____

3. **Where?** _____

4. **Why?** _____

5. How did you handle the situation?
What **people skills, ideas, things** did you use? _____

6. **What** were you trying to do? _____

7. What were the **results?** _____



JOB CLUB

PLANNING SCHEDULE FOR THE WEEK OF _____

| CALL | SEE | WRITE | DO |
|------|-----|-------|----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|---------|-----------|----------|--------|
| 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| 9:00 | 9:00 | 9:00 | 9:00 | 9:00 |
| 10:00 | 10:00 | 10:00 | 10:00 | 10:00 |
| 11:00 | 11:00 | 11:00 | 11:00 | 11:00 |
| 12:00 | 12:00 | 12:00 | 12:00 | 12:00 |
| 1:00 | 1:00 | 1:00 | 1:00 | 1:00 |
| 2:00 | 2:00 | 2:00 | 2:00 | 2:00 |
| 3:00 | 3:00 | 3:00 | 3:00 | 3:00 |
| 4:00 | 4:00 | 4:00 | 4:00 | 4:00 |
| 5:00 | 5:00 | 5:00 | 5:00 | 5:00 |