

Michigan Alliance for Families

Preparing for Work: About Applications Handout

Some of this information was discussed in our class, but there is more here for you to look at and learn!

Finding a Job is a Combination of Methods

- Using several methods together improves your chances instead of relying on just looking online
- Going into a business and asking if they are hiring
- Online sources like Indeed, LinkedIn, CareerBuilder, Monster, Zip Recruiter
 - About 4 out of every 10 people find their jobs through online job boards
- Career fairs
- Business website: sometimes not advertised on online job sites
- Social media
- Personal networks and referrals
- Going into a Business: Recommend *calling first* and asking:
 - “Are you taking applications for employment?” (*saves time*)
 - If not, say “thank you” and “good-bye” and try someplace else
 - If they say yes, say: “Thank you, I will be in to complete one”.
 - Go into the business and say: “Hello, I am (say your first and last name), I called earlier and was told you are accepting applications, may I have one?”
 - If they give you an application, say: “Thank you, I will complete it and return it soon”, then say “goodbye” and slowly turn around and leave
- If for some reason they say no, they are not accepting applications, do NOT argue, say “ok, thank you” and slowly turn around and leave Business
 - Look at the job description
 - Interview questions usually are about skills needed for the job (in the job description)
- Know about the company
 - Go to company website
 - Review their mission and history; where they are located (just locally or other areas); how many they employ; when they came to the area, etc.
- Decide what to wear 2-3 days ahead of time
 - Clean, pressed, fits well, appropriate for the job
 - Give yourself some extra time if you need to buy something for the interview
 - Better to overdress than underdress if you are not sure
- Decide on 2-3 questions for the interviewer
 - If your questions are answered during interview, don't ask again
 - Questions may change for each employer or job
- Practice with parents, siblings, peers, teachers, others with them being the interviewer

Completing Application for a Business

- If you did not call and choose to just go in, say:
 - “Hello, I am (*say your first and last name*), I was wondering if you are currently hiring?”
 - If they say no, say: “Ok, thank you for your time” and slowly turn around and walk out.
 - If they say yes, say: “Great, may I get an application?”
 - Thank them for the application and say: “I will fill this out and return it to you, it was a pleasure meeting you”.
 - Slowly turn around and walk out

Remember when Completing an Application

- Look at them when you are talking to them
- Stay positive and pleasant, with a slight smile (not a cheesy smile!)
- Be respectful—if they are having a conversation or busy, wait until they are free to talk—DON’T INTERRUPT
- Don’t go in during a time that is too busy—they won’t have time to talk
 - Example: don’t go into a restaurant at lunch or dinner time
- Practice with a teacher, parent, peer before you go in
- Dress appropriately, wear deodorant, brush your teeth, comb your hair
- Be prepared in case they say something like (what will you say?):
 - What job are you looking for?
 - We are hiring now, are you available?
 - What hours are you available for?
 - Can you interview now?
 - You need to fill out an online application (sometimes they have computers at the business)
 - Video on completing an application

How to Apply

- Hard copy Application
 - Complete the application at home or at the worksite
- Online Application
 - Employment sites: ZipRecruiter, Monster, Indeed, others
 - Company website: search company and look for *Employment* or *Jobs* link on their website and see if you are interested or qualified for anything
 - Look at “entry level” jobs

Filling Out a Hard Copy Application

- Bring your personal information (fact sheet) which includes your work history, education, personal information, and references
 - Take it with you and return it later if possible
- Use a black or blue pen
- Take 3 copies of your current resume (in case they ask for it)
- Print neatly
- If you make an error, fill out another application, or put ONE line through the mistake and rewrite
- Fill in all blank spaces (use N/A for blanks)
- Be honest and accurate
- Write in the job you are applying for
- Have someone proof it if possible
- Sign and date the application
- Submit directly to employer

Video: (Howcast): [How to Fill Out a Job Application](#)

Online Job Sites

- Search by location, job, or company
- Look at the job description for KEY words about the job (hard and soft skills)

