SUPPORTING LONG-TERM CAREER GOALS

CAREER OF CHOICE: ____________________________________________

REQUIRED EDUCATION:
______________________________________________________________

NEEDED SKILLS: _______________________________________________________
_____________________________________________________________________
_____________________________________________________________________

POSSIBLE VOLUNTEER JOBS:
(With an organization or group; with a mentor; from family & friends, etc.)

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<tr>
<th>NAME &amp; CONTACT INFORMATION</th>
<th>PURPOSE (For others &amp; for yourself)</th>
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POSSIBLE PLACES TO WORK WHILE GOING TO SCHOOL:

<table>
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<tr>
<th>NAME &amp; CONTACT INFORMATION</th>
<th>DESIRED JOB (Position title &amp; skills you can develop)</th>
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TIPS FOR FILLING OUT APPLICATIONS

1. Read the entire form before filling it out.
2. Answer all of the questions. If you don't know something, find the answer when possible before turning in the application.
3. Draft hand written responses on practice paper first; edit and then copy onto the form.
4. Write clearly and neatly; use black or blue ink.
5. Check spelling, punctuation, and grammar; make sure your writing makes sense to others.
6. List your most recent work experience first; include volunteer work.
7. For references, write names of people who know you well (teachers, coaches, supervisors, etc.).
8. Always ask permission before listing someone as a reference.
9. Include strengths and positive information about yourself; be honest, proud, and humble.
10. Remember to sign your application.

Information Often Requested on Employment Applications

- Personal Information:
  - Name
  - Address
  - City, State, Zip Code
  - Phone Number (with zip code)
  - Eligibility to Work in US
  - Felony convictions
  - Work permit if under 18 years

- Education:
  - Schools Attended
  - Grade Completed
  - Major (in college)
  - Degree/Diploma Received
  - Graduation Date(s)

- Position Information:
  - Title of the job you want
  - Hours/days available to work
  - When you can start work

- Other Job Application Details:
  - Employment Information:
    - Names, addresses, phone numbers of previous employers
    - Supervisor's name
    - Dates of employment
    - Salary
    - Reason for leaving
  - References:
    - 2-3 names & job title or relationship
    - Contact information
      (address phone number, email)

- Resume:
  Formally organized personal history with work experience, skills, and other relevant information