Watch the video:
www.csiu.org/watch

Select Flipped Learning from the menu.

**Job Application Tips**

**Career Coordinator Packet**

**Paula Dickey**
WATCH Project Career Coordinator
WATCH Core Mission

The Work Attributes Toward Careers in Health Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- **Direct Care Workers (DCW)**
- **Certified Nursing Assistants (CNA)**
- **Licensed Practical Nurses (LPN)**
- **Registered Nurses (RN)**
- **Emergency Medical Technicians (EMT)**
- **Paramedics (EMT-P)**
- **Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

csiu.org/watch

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Work Attributes Toward Careers in Health (WATCH) is a Health Profession Opportunity Grant and is administered by the Central Susquehanna Intermediate Unit (CSIU).
Suggestions for Completing Job Applications

Read entire application before you begin writing.
- Get your mind into a detail-oriented mode; pay attention to detail.
- Following and not following directions sends a message to employers.
- How is the application formatted?
- How much space is allowed for information?
- You may need to adjust your writing size to put complete information into the application.

Use **black** ink, unless directions specify differently.

Fill in every space.
- Use a small, neat dash, “N/A,” “none,” or “will explain at interview.”
- Be consistent with whichever of the above you use on entire application.

Name and address section
- Include middle initial.
- Do not abbreviate town, street, road, lane, avenue, etc.
- Use appropriate email address.

Education
- If you attended more than one high school, use the last school attended.
- Include vocational-technical classes or programs and continuing or adult education classes.
- Do not abbreviate school names.

References
- **ASK PERMISSION!!!**
- Be sure your reference address, phone and email contact information is current.
- Choose people who can be contacted during business hours.
Employment

- Follow directions -- usually most recent employment first.
- Know the difference between employer, type of business and job title.
- Give a detailed description of duties; if limited space, provide special duties or higher-level skills.

Reasons for leaving

- Do not use fired, quit, or terminated.
- See “Reasons for Leaving” handout for alternative suggestions.

Salary

- Write “Open.”
- At interview, if asked to explain “Open,” respond “What would you be willing to pay someone with my experience, training and/or skills?”

Position applying for

- Do not use “anything.”
- Use a job title or type of work.

Full-time/ Part-time

- The more flexible you are, the more employable you are.
- Temporary or part-time work is an increasing trend with employers. This is an opportunity to prove your work ethic. Employers tend to pull applications of past temporary workers instead of advertising for a position.

Other experiences/ additional skills

- Never leave this section blank.
- Use the “30 Second Commercial” handout.
- List skills or qualifications that don’t show up in work responsibilities.
- List training experiences and workshops that you have attended.
30 Second Commercial Form for Networking / Direct Employer Contact

Here's a 30 Second Commercial to help you speak to those in your network and direct employer contact.

A 30 Second Commercial is a brief statement you can use when doing your networking, speaking to employers at job fairs, introducing yourself to an employer, etc. It is intended to be a brief synopsis that sells your skills and desired employment situation.

Practice your commercial a few times so it sounds natural. These statements can include any or all of the following:

Greetings:

Hello, my name is ____________________.

Experience:

I am an experienced ____________________ or I have ___ years of expertise in the ______________ industry.

Strengths:

My strongest skills are in ____________________ and ____________________.

Accomplishments:

I have received awards/recognition for ____________________.

Area of Interest:

I am interested in working in the field of ____________________ or
I am interested in expanding my expertise in ____________________.
30-Second Commercial Form

Career Field or Job Title ____________________________________________________________

Present/Most Recent Job Title _____________________________________________________

A Major Accomplishment from that position __________________________________________

_______________________________________________________________________________

Previous Job Title ________________________________________________________________

A Major Accomplishment from that position __________________________________________

_______________________________________________________________________________

Education ______________________________________________________________________

Other Accomplishments ____________________________________________________________

_______________________________________________________________________________

Personal Traits/Values _____________________________________________________________

_______________________________________________________________________________

WATCH Project Job Search Series  
Job Application Tips  2  
February 19, 2014
# Application Information

## Name and Address

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>County:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Previous Address:</th>
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</table>

<table>
<thead>
<tr>
<th>Cell Phone:</th>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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</table>

## Education

<table>
<thead>
<tr>
<th>High School</th>
<th>Did you graduate?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>□ Yes □ No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>If Not Do you have your GED?</th>
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<tbody>
<tr>
<td>□ Yes □ No</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Diploma</th>
<th>Major</th>
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<table>
<thead>
<tr>
<th>Technical/Community College</th>
<th>Year Completed</th>
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</thead>
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<table>
<thead>
<tr>
<th>Did you graduate?</th>
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<tr>
<td>□ Yes □ No</td>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Degree</th>
<th>Major</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>College or University</th>
<th>Year Completed</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Did you graduate?</th>
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<tbody>
<tr>
<td>□ Yes □ No</td>
</tr>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Degree or Diploma</th>
<th>Major</th>
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</table>

<table>
<thead>
<tr>
<th>Other College</th>
<th>Year Completed</th>
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<table>
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<tr>
<th>Did you Graduate?</th>
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<tr>
<td>□ Yes □ No</td>
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</table>

Are there any other experiences, skills, or qualifications you possess that would benefit our organization? (i.e., special interests, hobbies, clubs or activities)

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WATCH Project Job Search Series: Job Application Tips

February 19, 2014
### Application Information

<table>
<thead>
<tr>
<th>Additional Information</th>
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<tbody>
<tr>
<td><strong>Position Applying for:</strong></td>
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<tr>
<td><strong>Full Time:</strong></td>
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<tr>
<td><strong>Part Time:</strong></td>
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<tr>
<td><strong>Days Available:</strong></td>
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<td><strong>Days Available:</strong></td>
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</table>

| **Military Service Branch**            |
| **From (M/Y)**                         |
| **To (M/Y)**                           |
| **Job Title:**                         |

Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense? If yes what was the result or disposition of the case?

---

I certify that I am a U.S. citizen, permanent resident, or foreign national with authorization to work in the United States.

- [ ] Yes
- [ ] No

### Certification or License

<table>
<thead>
<tr>
<th>(Title, Year Received and Expiration if one)</th>
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### References

(Three persons not related to you both personal and professional, whom you have known at least one year.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>Years Acquainted</th>
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In case of emergency notify:

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<th>Name:</th>
<th>Relationship:</th>
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<thead>
<tr>
<th>Address(street, city, state, zip):</th>
<th>Phone:</th>
<th>Supervisor:</th>
<th>May we contact?</th>
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<tr>
<td></td>
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<tr>
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