



WATCH Project



Building Pathways to a Brighter Future

Job Search Series



Job Application Tips

Participant Packet

Paula Dickey

WATCH Project Career Coordinator

Watch the video:

www.csiu.org/watch

Select
Flipped Learning
from the menu.



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

This publication was supported by Grant #90FX0011 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

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

Application Information

Name and Address			
Full Name:	Mailing Address:		
	Street		
Social Security Number:			
	City	State	Zip
Home Phone:	County:		
Email Address:	Previous Address:		
	Street		
Cell Phone:			
	City	State	Zip

Education		
High School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not Do you have your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Diploma	Major
Technical/Community College	Year Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree	Major
College or University	Year Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree or Diploma	Major
Other College	Year Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Degree or Diploma	Major

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

Application Information

Additional Information			
Position Applying for:	Full Time:		Part Time:
	Days Available:		Days Available:
Military Service Branch	From (M/Y)	To (M/Y)	Job Title:
<p>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?</p> 			
<p>I certify that I am a U.S. citizen, permanent resident, or foreign national with authorization to work in the United States.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>			

Certification or License (Title, Year Received and Expiration if one)

References (Three persons <u>not</u> related to you both personal and professional, whom you have known at least one year.)			
Name	Address	Occupation	Years Acquainted
1.			
2.			
3.			
4.			

In case of emergency notify:	Name:	Relationship:
	Address:	Phone:

Application Information

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Application Information

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Employment History (Most recent first)				
Employer:	From (M/Y)	To (M/Y)	Salary	Job Title
Address(street, city, state, zip):	Phone:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Job Duties:				
Reason for Leaving:				

Reasons for Leaving

- ❖ Seeking advancement
- ❖ Career change
- ❖ Seasonal
- ❖ Temporary
- ❖ Relocation
- ❖ Reduction in workforce
- ❖ Economy slowed
- ❖ Business closed
- ❖ Job ended
- ❖ Family needed me
(no longer a problem, issue resolved)
- ❖ Health or injury
(health issue resolved)

REFERENCES

It is very important that your references are aware that they may be contacted by prospective employers. Before including people in this section, contact them and make sure they agree that you can use their names on job applications as references. Also let them know the kind of work you are interested in. You do not want a reference to be caught off guard and give a response like “I don’t know any one named _____.”

Make sure that names, addresses, occupations and phone numbers are accurate.

CHOOSING REFERENCES

A reference is a person who knows you and can talk about your qualifications based on his or her experience working with you or simply knowing you. A good reference has credibility and will say positive things about your abilities and personality.

There are three types of references you can use:

1. **EMPLOYMENT:** These are people who you have worked for or with. List references that have good things to say about your honesty, dependability and skills. If you are not sure what former employers might say, ask them before you use them as references. This type of reference is usually the most reliable.
2. **TRAINING:** These are people who have known you during school or a training program. They can be teachers, administrators or counselors. Use this type of reference only if you’ve been in school or a training program within the past two years.
3. **CHARACTER:** These are people who have known you for a long time and can talk about your honesty, work efforts and dependability. Be sure to use their business titles to add credibility to this type of reference.

DO NOT list relatives, spouses or significant others as references. These people will be expected to say good things about you and they lack credibility because of your relationship with them. Also, be cautious of using names of clergy or persons with strong political connections as the employer could possibly discriminate if he or she holds different beliefs.

REFERENCE CHECKS

Have you ever wondered what an employer may ask about you when checking your references? The following are some typical questions that may be asked of a reference.

1. How do you know the applicant?
2. How long have you known him/her?
3. What kind of worker or person is he/she?
 - Dependable
 - Reliable
 - Accurate
 - Quality of Work
 - Speed of Work
 - Punctual
 - Honest
 - Willing to Learn
4. How did he/she work without supervision?
5. How did he/she get along with others?
 - With co-workers or classmates
 - With supervisors or instructors
6. How often was he/she late for work/school?
7. How often did he/she miss work/school?
8. General impression? Any problems? Any concerns?
9. Would you hire or rehire him/her?