HOW TO FILL OUT A JOB APPLICATION

Day 1:

Open a Word document-type your name at the top. Complete the day 1 tasks and upload to Moodle.

1. Answer the following:

What is a job application?

What is the purpose of an application to a company?

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<http://www.gcflearnfree.org/jobapplications>

Job Applications

1. Completing a Job Application (click on link to get started) – 6 slides

***Find 12 key points that this website makes about completing a job application***

 **1.**

 **2.**

 **3.**

 **4.**

 **5.**

 **6.**

 **7.**

 **8.**

 **9.**

 **10.**

 **11.**

 **12.**

1. Watch the following videos:

How to fill out a job application-1:28

<http://www.youtube.com/watch?v=VIRvxk9Gcf8&feature=fvsr>

Job Search Tips: Tips for Filling Out a Job Application-3:02

<http://www.youtube.com/watch?v=E7WwbuX80og&feature=related>