

Get That Job -Part 1

Network/Experience

Application/Resume





JIMMY FALLON
HOST OF LATE NIGHT

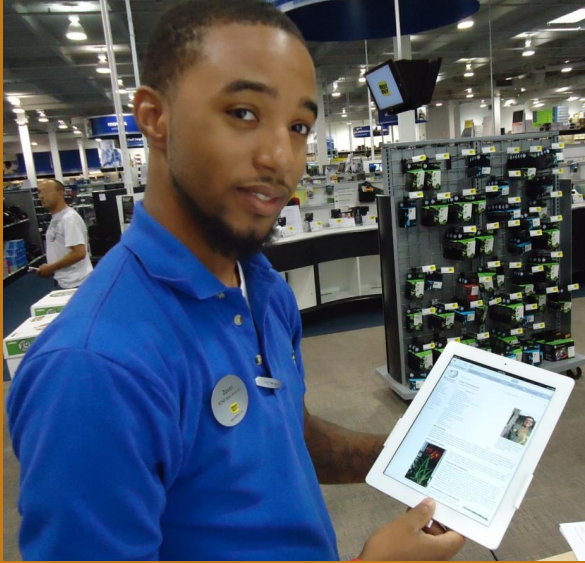
GETTING A JOB

IS A JOB...

- PREPARE:
WHO ARE YOU?
COMMUNICATING
OPPORTUNITIES
THAT MATCH ***YOU***
- MAKE A PLAN AND
FOLLOW IT
- TIME AND EFFORT

IT'S ABOUT ***COMMUNICATION***

- LISTENING
- SPEAKING
- VERBAL, NON-VERBAL
- EMAIL
- THANK YOU CARDS
- SOCIAL MEDIA
- UNDERSTANDING YOUR
IMAGE



Where do I begin?

Job Experience



Where do I begin?

Job-Like Experiences

Where do I begin?

Interests
and
Hobbies



Sharing your Experience:

What skills, habits or characteristics do you possess?

Please refer to your CTS Student Handout and write down your application worthy experiences.



Who do you know?

Please list your neighbors, parents friends, relative friends;
those who can assist you in finding a job.

This is your Network!

Please refer to your CTS Student Handout and
write down your who is in your network.

JOB APPLICATION

- Easy
- Has 4 Parts
- On Paper or Online
- Legible Handwriting Matters
- Be Honest!

Job Application

1-General Information

PERSONAL INFORMATION: *(please print clearly)*

NAME _____ SOC. SEC. # / TAX ID NO. _____
First Middle Initial Last
ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____
TELEPHONE (____) _____ Have you ever worked for SUBWAY@Sandwich Shop before? Yes No If yes, when/where?

Are you 16 years of age or over? Yes No (Proof of age or a work permit may be required.)

In Case of Emergency Notify:

NAME _____ TELEPHONE (____) _____
Last First Middle Area Code
ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

AVAILABILITY :

Are you legally able to be employed in this country? Yes No (If hired, verification will be required by law)
What type of position are you seeking? Part time Full time Seasonal Temporary
Are you able to meet the attendance requirements of the position? Yes No

Job Application

2-Education

SCHOOL MOST RECENTLY ATTENDED :

NAME _____ ADDRESS _____

CITY _____ STATE _____ TELEPHONE (____) _____

TEACHER OR COUNSELOR _____ LAST GRADE COMPLETED _____ GRADE AVERAGE _____

GRADUATED? Yes No

NOW ENROLLED? Yes No

Sports or activities? _____

Job Application

3-Work Experience

MOST RECENT EMPLOYMENT :

Company _____	Address _____
City _____	State _____ Telephone (____) _____
Position _____	Supervisor _____ Dates worked: From _____ To _____
Reason for leaving _____	
Mgmt. ref. ck. done by _____	
Company _____	Address _____
City _____	State _____ Telephone (____) _____
Position _____	Supervisor _____ Dates worked: From _____ To _____
Reason for leaving _____	
Mgmt. ref. ck. done by _____	

Do we have your permission to contact your current employer? Yes No

If NO, please explain: _____

Job Application

4-References

REFERENCES: (Please do not use family members)

Name: _____ Telephone: __ (____) _____ Years Known _____

Address _____ City _____ State _____

Name: _____ Telephone: __ (____) _____ Years Known _____

Address _____ City _____ State _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Sample Cover Letter

Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

Date

Employer Name
Company Address
City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am writing to express my interest in the employment opportunity listed on your website. My resume is enclosed for your review. I feel my qualifications and my skills would prove to be an asset to your organization.

I am currently in high school and am looking for a job that will add experience to my building career. Here are some of the key strengths that I would bring to the position. I am:

1. A self-starter. 2. Disciplined. 3. An excellent communicator. 4. Very willing and eager to learn new things. 5. Exceptional at customer service. 5. Great team worker. Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post. I am responsible for handling and organizing various important activities in my school. I have also participated in numerous cultural activities. I have working knowledge of Google Suite including Docs, Slides and Sheets.

I appreciate your time and look forward to the chance to meet with you to hear more about your company and discuss the requirements of the position.

Thank you in advance for your consideration.

Sincerely,

(Your Signature)
Signature

Your Typed Name

Sample Resume

Your Name

Career Objective: Responsible and ambitious student with excellent time management. Seeking to apply my customer service abilities and event planning skills to the summer internship at your company.

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

Company, Location — Volunteer

MONTH 20XX - PRESENT

Volunteered services, processed and distributed mail and newspapers, organized and alphabetized files, assisted office personal with a variety of tasks

Company, Location — Volunteer

MONTH 20XX - MONTH 20XX

Volunteered services, customer service, stocked merchandise, maintained current inventory

EDUCATION

Your High School, Santa Clarita, CA

Class of 2022

Relevant Course Work: Intro to Business, Computer Science
Graphic Design and Photography

PROJECTS

Photography Compilation

Compilation of Family Photographs to Create a Family Tree

Marketing

Created Marketing Material for Virtual Business

SKILLS

Google Suite

Public Speaking

Spanish, Conversational

Customer Service

Project Planning

AWARDS

National Honors Society

California Federation
Scholarship

Academic Honor Roll

LANGUAGES

Spanish, Conversational

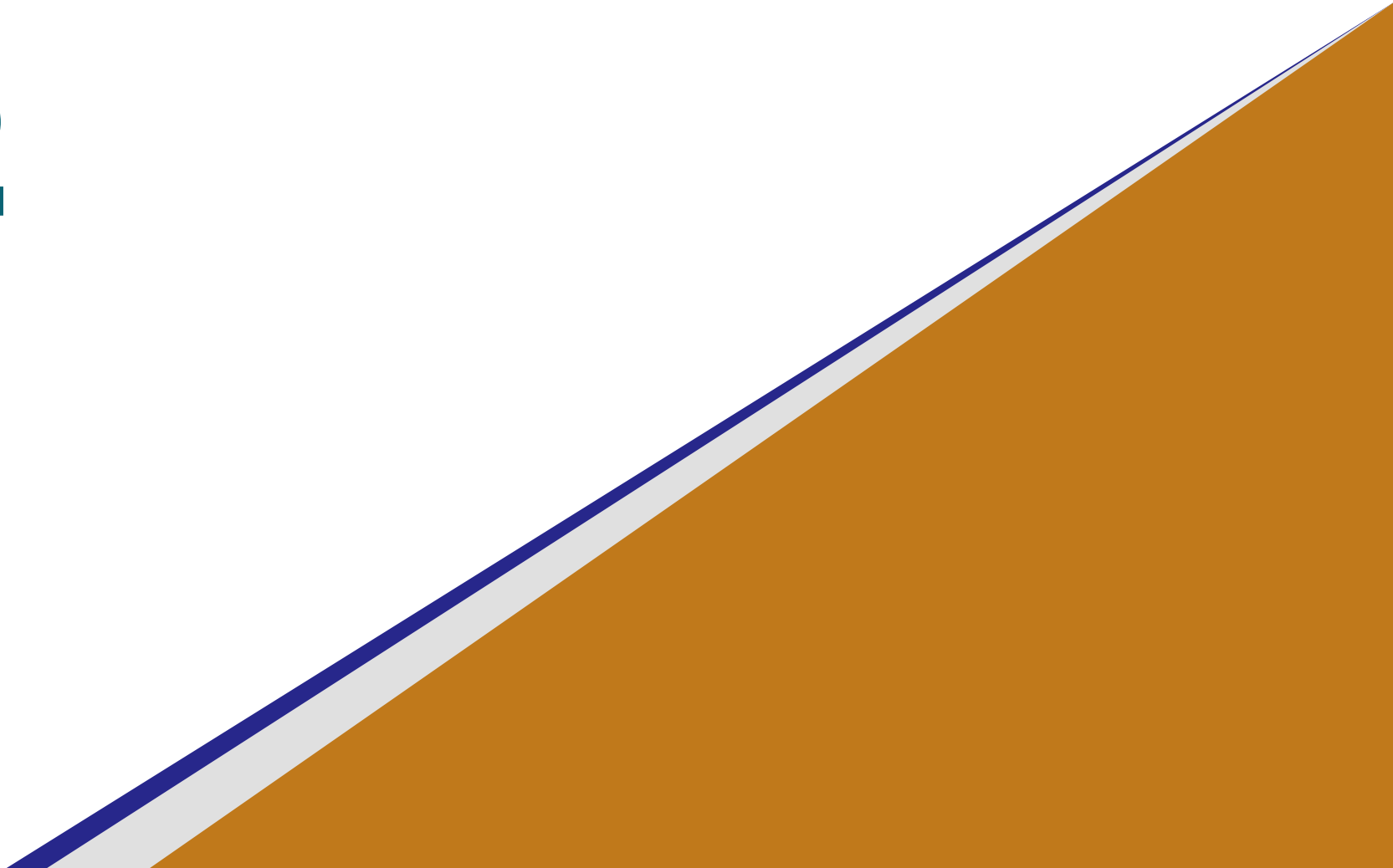
In Review

- You have skills and experience to get a job
- You know people who can help you find a job
- You can complete an application or resume
- Getting a job takes time

Get That Job -Part 2

Interview

Follow-Up



Leading up to the Interview

- Familiarize yourself with what the company does.
- Prepare some answers to probing interview questions.
- Prepare a couple of follow-up questions for you to ask the interviewer.
- Plan your interview outfit. Dress according to the job you are applying to.
- Don't chew gum, bring food or a drink to the interview.
- Keep your phone on silent.

Interview Questions to Prepare For

What do you think is the most important interview question you should prepare for? Go to your Handout and select your question and explain why you think that is the most important question to you.

**Please refer to your CTS Student Handout
and write down your ideas.**



Questions you should ask:

Here are four great suggestions. Go to your Handout, pick one question and explain why you think that is the most important question to ask.



Please refer to your CTS Student Handout and write down your important question to ask during an interview.



Questions NOT to Ask

- How much do I get paid?
- Just what does your company do?
- Can I have Fridays off?



YOUR BRAND:

CREATE IT, BUILD IT, MAINTAIN IT



**How you look-
clothes, hair, posture...**



Handshake



**Tone of Voice,
Attitude**



Social Media



**Reputation
(Background
Check)**

LIVE & VIRTUAL

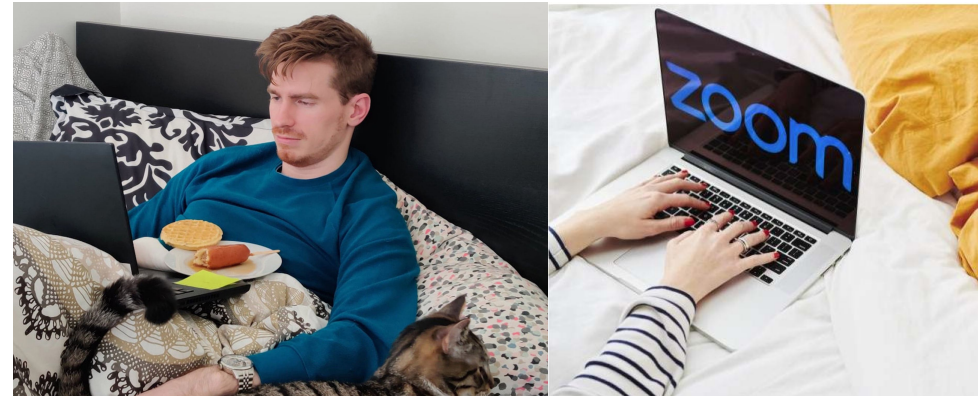
CREATE IT, BUILD IT, MAINTAIN IT



Lighting



Minimize Background Noise



Do not use your bed as a background

Make Sure:

- You are live, not a bitmoji or emoji**
- Preview your Zoom prior to starting**
- Create an appropriate background virtual or live**

Work Permit

Needed under when 18

1. Get the job first!
 - a. Apply, interview, get offered a job
2. Download the Work Permit Application or Pick-Up at the School Office
 - a. Online at the Hart District web
3. Complete Work Permit Application
 - a. Student portion
 - b. Employer portion
 - c. Parent/Guardian Signature
4. Request Work Permit
 - a. Show Government issued ID with birthdate
 - b. Your school will sign to approve
 - c. Sign the work permit when issued
 - d. Present it to your new employer

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE
 CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor's Information

Minor's Name (First and Last) Home Phone Grade

Home Address City Zip Code

Birth Date Social Security Number Age Student's Signature

School Information

School Name School Phone

School Address City Zip Code

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent's Name (Print First and Last) Parent's Signature Date

To be filled in and signed by employer

Business Name or Agency of Placement Business Phone Supervisor's Name

Business Address City Zip Code

Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name (Print First and Last) Employer's Signature Date

For authorized work permit issuer use ONLY															
Maximum number of work hours when school is in session:							Maximum number of work hours when school is not in session:								
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age (Evidence Type)							Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability								
Verifying Authority's Name and Title (Print)															
Verifying Authority's Signature															

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

In Review

- Take time to prepare for the interview
- Interviewing: It's all about the Questions
- You are always building your brand: Live & Virtual
- If you're under 18 you need a Work Permit
- Getting a job takes time

Final Thoughts!

Look at your Handout !

You are ready to GET THAT JOB!

Please let us know how prepared you feel to go out and look for a job.



Go Get That Job!

