Applying for a Job: Obtaining and Organizing Information

Name: _____ *Date:* _____

Instructor: Present this short strengths assessment as the student prepares to complete an application to a position (paid, volunteer, club membership, community service, etc.), or before he /she engages in practice opportunities (application simulations).

	1 No	2 Maybe	3 Yes
1) Before I start filling out an application for a job, I should collect certain information about myself that will be needed for the application. Do I have all my personal information available such as my social security number, my driver's license number (if I have one), my mailing address, email address, and telephone number?			
2) Do I understand why companies require information such as my social security number, driver's license number, address for the last 5-7 years, birthplace, etc.?			
3) Am I able to answer questions on the application concerning when I would be available to start the job and what hours I would be available to work?			
4) I need to give information on a job application about my past and current work experience (paid and volunteer jobs). Do I have a record of the dates I worked each job (month and year started and month and year ended)?			
5) Do I have the name and address of each location where I worked/volunteered?			
6) Do I have the first and last name of my supervisor for each job I've had and their contact information (telephone number, email)?			
7) I also need to include my education history in a job application. Do I have the name of each school I attended, the dates attended, and the school's mailing address?			

	1 No	2 Maybe	3 Yes
8) I also need to include personal references for each job I apply for. Personal references are people your potential employee may contact to find out more information about you. You would expect this person to recommend you for a job. Do I have the first and last names, titles, and contact information for at least 2-3 people who would be personal references for me?			
9) Have I obtained permission from each person ahead of time to use them as a personal reference when I am applying for a job?			