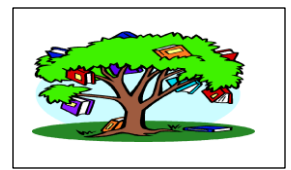


Toward Better Literacy: Reference Outlines



Applications for Work

- ❖ Keep an updated file of employers, positions, dates, duties and accomplishments
- ❖ Make sure your application is error-free and accurate

Be Ready with:

- Name, address, city, state, zip, phone numbers, eligibility documents
 - If underage, have working paper certificate
 - Come clean with any felony convictions
- Education: schools/colleges, major, degree/diploma, and graduation dates
- For the position applied for
 - Title, hours/days available and when you can start
- Employers
 - Names, addresses, phone numbers
 - Supervisor's name
 - Dates of employment
 - Salary
 - Reason for leaving
- References
 - Name, job title, address and phone number
 - Put recent job and education first
 - Ask permission from person that will give you a reference

Tips

- ✚ Fill in everything
- ✚ Black ink is best
- ✚ Make your letters and numbers neat and distinct
- ✚ Proofread for spelling and punctuation
 - Use dictionary.com or dictionary app
- ✚ Always tell the truth
 - Any misrepresentation will be found out