

JA BIZTOWN JOB APPLICATION

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
Street _____ City _____ State _____ Zip _____
Phone () _____ Email address _____

EDUCATION

Name of School	Grade Level	Favorite Subject

HOBBIES (Favorite Activities)

Things you like to do in your spare time: _____

Favorite after-school activity: _____

EMPLOYMENT OBJECTIVE

FIRST CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

SECOND CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

THIRD CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

Date: _____ Signature: _____

Carefully remove this page and give it to your teacher.



MAKING THE RIGHT IMPRESSION

Name _____

Directions: Review the interview questions below and write the answers you would give during a job interview.

Citizen Alert!

Remember that it is important to be ethical when interviewing for a job. Honesty is the best policy!



Interview Questions

1. What activities do you like to do at school?

2. What skills do you have that would make you a good employee?

3. Do you like working alone or with other people?

4. How would your friends describe you?

5. What out-of-school activities do you participate in? Any volunteer work?



JOB INTERVIEW EVALUATION FORM

Name _____

Directions: As you observe the job interview, place a check mark next to the items the interviewee successfully completed.

Greeting

_____ Was the applicant's greeting friendly?

_____ Did the applicant shake the interviewer's hand at the beginning of the interview and make eye contact?

Body Language

_____ Did the applicant look confident?

_____ Did he or she sit up in the chair and look the interviewer in the eye?

Responses

_____ Did the applicant explain his or her answers?

_____ Did the applicant appear to respond in an ethical, honest manner?

Language

_____ Did the applicant use proper language?

_____ Could you understand the applicant's answers?

Exit

_____ Did the applicant thank the interviewer?

_____ Did the applicant shake the interviewer's hand and make eye contact?



WRITING A RESUME

Name _____

5678 College Ave.

JA, USA 95400

Telephone (101) 234-5678

Position Sought

Abilities and Talents



Achievements and Awards



Work Experience

Education and Training

