



# PROFESSIONALISM MODULE 1

APPLICATIONS

**Kirkwood**  
WORKPLACE LEARNING  
CONNECTION

# Benefit Of A Part-Time Job/ Internship

*Opportunity to develop and hone **ESSENTIAL SOFT SKILLS!***

- Attention to Detail
- Communication Skills
- Cultural Awareness/Diversity
- Customer Service
- Initiative
- Problem-solving
- Responsibility
- Teamwork
- Time Management
- Working under Pressure

# Filling Out An Application

- Fill out ***all*** sections (write “N/A” in any section which doesn’t apply to you).
- Write neatly in ink if it’s a paper application.
- Pay attention to capitalization, punctuation, and spelling.
- Gather information ahead of time (employment dates, phone numbers for your references, skills, etc.).
- Prepare a resume if possible.

***Tip: Complete a sample application and use it as a guide when filling out real applications***

# Common Application Sections

## EMPLOYMENT APPLICATION

Position Sought Checker

## CANDIDATE INFORMATION

Name Smith John A.  
Last First Middle Initial

Address 123 Main Street Cedar Rapids, IA 52404  
Street City, ST Zip Code

Phone 555-123-4567 Email j.smith@ymail.edu Phone 555-00-1234

# Common Application Sections

## SCHEDULE AND OTHER QUALIFICATIONS

Are you...

At least 16 years of age? Yes  No

Legally eligible for employment in the US? Yes  No

Willing to work overtime/holidays? Yes  No

Indicate your hours of availability in which you are willing to work:

Any  Mon  Tue  Wed  Thu  Fri  Sat  Sun

All Hours  Days (7a-3p)  Afternoons (3p-11p)  Nights (11p-7a)

Have you ever been convicted of a crime other than a minor traffic violation?

Yes  No  If yes, please explain: \_\_\_\_\_

When will you be available to begin work? 2 weeks after offer of employment

# Common Application Sections

| EDUCATION             |                                 |                |             |                            |
|-----------------------|---------------------------------|----------------|-------------|----------------------------|
|                       | School Name & Location          | Field of Study | Grad Year   | Degree/Certificate         |
| High School           | <i>Cedar Rapids High School</i> | <i>General</i> | <i>2021</i> | <i>High School Diploma</i> |
| College or University | <i>N/A</i>                      | <i>N/A</i>     | <i>N/A</i>  | <i>N/A</i>                 |
| Additional            | <i>N/A</i>                      | <i>N/A</i>     | <i>N/A</i>  | <i>N/A</i>                 |

# Common Application Sections

## EMPLOYMENT HISTORY

List your most recent employment first, followed by previous job(s). Use a separate sheet of paper if needed.

|                         |  |                    |  |       |                |     |                |
|-------------------------|--|--------------------|--|-------|----------------|-----|----------------|
| Employer Name & Address | <i>HyVee Drugstore<br/>123 Main St.<br/>Cedar Rapids, IA</i> | Job Title          | <i>Stocker</i>   | Start | <i>07/2020</i> | End | <i>Present</i> |
|                         |  | Reason for Leaving | <i>N/A</i>   |       |                |     |                |
| Telephone               | <i>555-012-3456</i>  | Duties             | <i>I maintained the inventory of merchandise and neatly stocked shelves.</i> |       |                |     |                |
| Pay                     | <i>\$12/Hour</i>   | Supervisor         | <i>Mike Greene</i>   |       |                |     |                |

# Common Application Sections

## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities, or honors that should be considered, including types of computers, software, and other equipment you are qualified to operate or repair:

*I am responsible, dependable, and proficient in basic care for infants and children, age-appropriate activities, safety, professionalism, simple cooking and cleaning.*

Professional licenses, certifications, or registrations:

*I have Cardiopulmonary Resuscitation & First Aid training. I am certified through the American Heart Association, Advanced Child Care Training from Unity Point, and the American Red Cross.*

# Common Application Sections

## REFERENCES

List three references:

|                       |                     |                             |                         |             |
|-----------------------|---------------------|-----------------------------|-------------------------|-------------|
| <u>Mary Novak</u>     | <u>555-987-2865</u> | <u>mnovak@xyzcorp.com</u>   | <u>Shift Supervisor</u> | <u>1</u>    |
| Name                  | Telephone           | E-mail                      | Occupation              | Years Known |
| <u>Sherri Roberts</u> | <u>555-345-5432</u> | <u>sroberts@spikers.com</u> | <u>Volleyball Coach</u> | <u>3</u>    |
| Name                  | Telephone           | E-mail                      | Occupation              | Years Known |
| <u>Russ Martinez</u>  | <u>555-987-2754</u> | <u>russm@ymail.com</u>      | <u>Neighbor</u>         | <u>6</u>    |
| Name                  | Telephone           | E-mail                      | Occupation              | Years Known |

# MISTAKES TO AVOID...

- SPELLING/GRAMMAR ERRORS
- MISMATCHED FORMATTING
- TEMPORARY E-MAIL ADDRESS  
(IN CASE YOU LOSE ACCESS TO SCHOOL E-MAIL, USE PERSONAL)
- UNPROFESSIONAL E-MAIL ADDRESS
- VOICEMAIL BOX FULL OR NOT SET UP
- INAPPROPRIATE VOICEMAIL GREETING





# TIPS & TRICKS FOR APPLYING IN PERSON

- INTRODUCE YOURSELF WITH A SMILE AND A HANDSHAKE\*, AND MAKE GOOD EYE CONTACT
- ASK TO SPEAK WITH A SUPERVISOR OR HIRING MANAGER ABOUT JOB OPENINGS
- BRING RÉSUMÉS IN FOLDER / PORTFOLIO
- WEAR NEAT AND CLEAN CLOTHES (AVOID JEANS, HOODIES, LEGGINGS, AND ITEMS WITH HOLES OR RIPS IF POSSIBLE)
- BE PREPARED FOR AN INTERVIEW ON THE SPOT

\*See “Alternatives to Handshakes” slide.

# ALTERNATIVES TO A HANDSHAKE

The time-honored handshake spreads goodwill in the workplace but also spreads germs. During the Coronavirus pandemic, handshakes have given way to other greetings that eliminate hand-to-hand contact.

- **Offer a Wave and a Smile**

- A small wave as a greeting indicates you acknowledge the other person and will not shake hands.

- **Offer a Nod and a Smile**

- To sidestep fears about the coronavirus, a head nod accompanied by a "genuine" smile as a way to acknowledge and welcome somebody while maintaining a safe physical distance. A hand over your heart is a good way to keep your hand engaged to show you will not be shaking hands.

- **Take a 'Dip'**

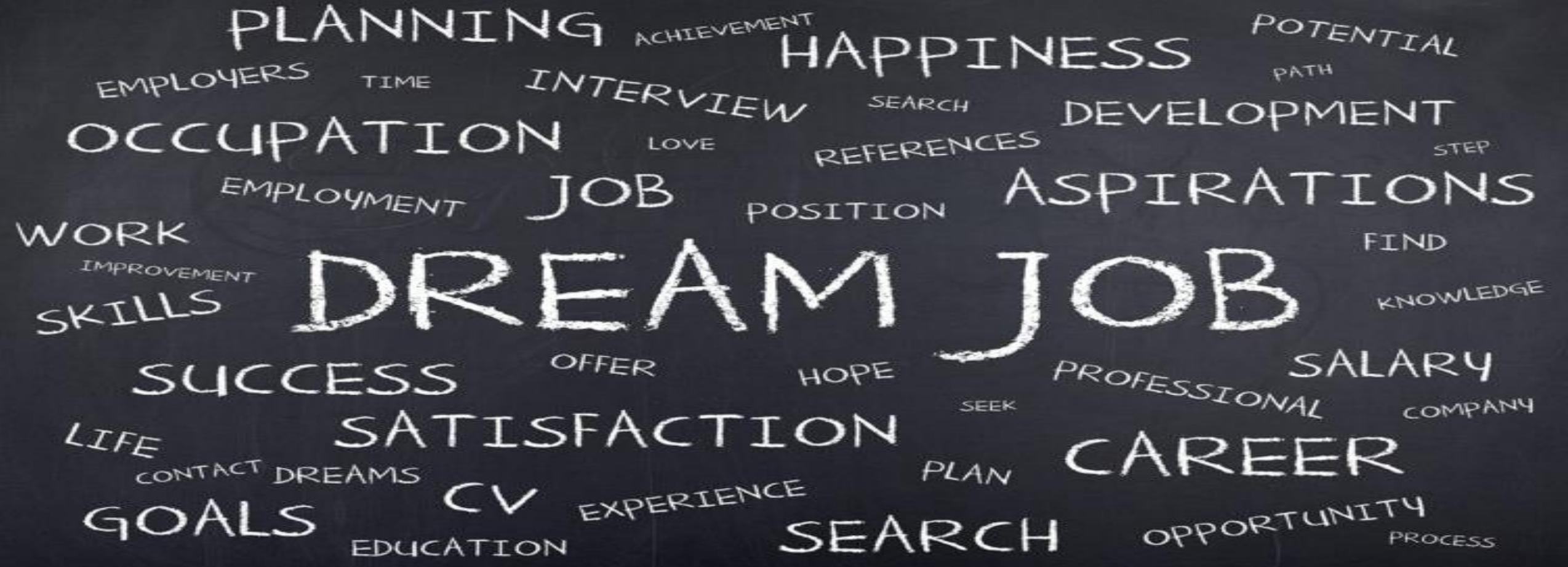
- It's essentially a more subtle version of a head nod. It would be the same knowing head nod you do with friends across a room to acknowledgement you saw each other. As a greeting, it's an alternative in both business and personal settings and less awkward than a close-proximity wave.

- **Take a Bow**

- This is already used in many parts of the world as a handshake alternative. It's subtle and understood.

- **Fist Bump/Elbow Tap/Foot Tap**

- Only do this if the person you are meeting greets you this way. Do not initiate this in a professional setting.



# Workplace Learning Connection

*Introducing today's students to tomorrow's careers.*