

# Applying for a job

Vacancy, post, position, opening;  
to recruit/ employ/ hire; to short-list;  
an interview, to attend an interview;  
a recruitment agency (a search firm);  
to select; suitable

# Source of information

- 1) advertisements (ads) for employment in all the media
  - newspapers
  - radio
  - television
  - internet
- 2) job centres

# Who is concerned

- An applicant / a candidate
- An employer
- Human Resources Department

# An application package



- An application form
- A curriculum vitae (CV) (résumé)
- A covering letter (a cover letter)

# An application form

**An application form** allows to collect



job applicant personal data;



address;



contact information;



application date;



start dates;



employment status;



education;



employment history;

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

( )

Home Telephone

( )

Mobile

Email

*How did you learn about our company?*

POSITION SOUGHT: \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_

By Hour or Salary

Are you currently employed? \_\_\_\_\_

## EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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# [ Curriculum vitae (CV) or R sum  ]

Your personal and working history (CV or R sum ) **should be**

- word-processed,
- laser printed on good quality paper,
- no longer than two pages of A4 paper.

***Remember:*** you are the product and you are the salesperson.

# [ CV or Résumé should include ]

1. Personal details.
2. Education.
3. Work experience.
4. Positions of responsibility.
5. Skills/ capabilities.
6. Interests.
7. Referees.



# [ A covering letter / a cover letter ]

- A covering letter is your earliest written contact with a potential employer creating a critical first impression.
- A covering letter accompanies each resume you send out.
- A covering letter should complement, not duplicate your resume.

# The Purpose of A Covering Letter

- To interpret the data-oriented, factual resume and add a personal touch.

# An Effective Covering Letter

- An effective covering letter explains the reasons for your interest in the specific organization and identify your most recent skills or experience.


# What to include in a covering letter

- A contact section
- A salutation
- Information on why you are qualified for the job
- A closing
- Your signature

# Job Interview

- What should we do to make a good impression at a job interview?

**It is necessary to be well prepared for the job interview.**

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- A large black left bracket and a large gold right bracket are positioned at the top of the slide. A horizontal gold line spans the width of the slide, starting from the left bracket and ending at the right bracket.
- You must be ready to answer a lot of questions.
  - You must be properly dressed.
  - You must be on time.

**Being prepared is more important than job knowledge, skills and experience.**

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- A large black left square bracket and a large yellow right square bracket are positioned at the top of the slide. A horizontal line, colored light green on the left and yellow on the right, spans the width of the slide below the brackets.
- The following traits are more important than your qualifications:

1) **being enthusiastic**

means having a positive attitude

2) **being likeable**

people want to work (and hire)

people they like

A large black left bracket and a large yellow right bracket are positioned at the top of the slide. A horizontal line, colored light green on the left and yellow on the right, spans the width of the slide below the brackets.

### 3) being determined

you have to make it clear that you want this job more than anybody else


### 4) being informed

you need to know about the company and what they will expect you to do for them.



# The Top 10 Job Interview Questions

- Tell me about yourself.
- Why do you want to work for us?
- Where do you plan to be in 5 years?
- Why did you leave your last job?
- Would you be willing to relocate?
- Are you will to work more than 40 hours per week?

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- A large black left bracket and a large yellow right bracket are positioned at the top of the slide, with a thin yellow horizontal line extending between them across the width of the page.
- What was wrong with your current or last position?
  - How long will you stay with our company?
  - What do you think is your greatest weakness?
  - What do you think is your greatest strength?



- Спасибо за внимание!

Сост. Ст. преподаватель  
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