

Make sure each part of the project is thoroughly completed. Check with your teacher for feedback at each stage of the project. Activities should be completed to the same standard that is expected of an actual job application.

**PART ONE**: You can choose to search up local businesses that are hiring, or choose one of the three options to apply for.

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| #1  **Cashier – Part-Time**  **The Home Depot**  2233 Slope Street Prince George BC V2N T6T  Cashiers play a critical role in customer service by providing customers with fast, friendly, accurate and safe service. Cashiers process transactions, answer customer questions, and ensuring customers leave satisfied. They proactively assist customers and direct them to open cash registers and various departments.  **Major Tasks and Responsibilities:**  Ensure every item is scanned  Process Checkout and obtain payment  Monitor and maintain the Self-Checkout area  Ensure inventory accuracy  Follow all Home Depot policies and procedures  Ask customers for proof of purchase when necessary  Achieve cashier metrics on a daily basis  Be aware of store promotions and rebates  **Preferred Qualifications:**  Excellent customer service skills  Previous cashier experience would be an asset  Excellent decision making ability and problem solving  Ability to work a flexible schedule including evenings and weekends |

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| #2  **Cashier – Part-Time**  **Superstore**  5555 Grand Avenue, Prince George BC V2N R5T  We’re looking for Talented colleagues who are Passionate about providing an exceptional shopping experience for customers and delighting them every step of the way! As a colleague in one of our stores, you will have an immediate impact on sales and customer satisfaction by:  Providing exceptional customer service  Ensuring accurate product scanning  Executing company-directed promotions and programs  Maintaining product displays  At Loblaw, it’s about our respect for the environment, sourcing products with integrity and making a positive difference in the community. We offer our colleagues progressive careers, comprehensive training, flexibility and a benefits package.  **Job Qualifications:**  You must be available for the required shift(s) and be able to lift up to 50lbs depending on the department.  If you have the right attitude, we’ll provide all the training you need to succeed at your job! |

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| #3  **Customer Service Representative – Part-Time**  **Dominos**  Dominos Pizza is looking for a customer service rep / kitchen help. This is a part time position to start but could turn into more hours a week.  About 10-12 hours per week, so great for a school student.  Must be great with customers, able to work in a fact paced environment and a quick learner.  Please drop off resume at 1234 Road Ave, Prince George BC V2N 7Y1.  **Job Type**: Part-time  **Salary**: $12.65 /hour |

Using full sentences, explain which job you are going to apply for, and why.

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Read over the job posting you will apply for. What are three skills or daily tasks that are involved in the job?

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each of those skills or tasks, provide your evidence/explanation that proves you would meet these expectations.

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**PART TWO**: Resume

We have already spent some time creating a resume. Now it’s time to revise it to target the specific job you applied for.

Consider any feedback that you have received from your teacher and make sure that it would be acceptable in an actual application.

**PART THREE**: Cover Letter

As you know, a cover letter should be individualized for every job application. Revise your cover letter for the job posting that you chose to apply to. Use the evidence/explanations from above to communicate, in your letter, why you would be an ideal candidate for this job.

**PART FOUR**: Application Form

In addition to the resume and cover letter, many companies require applicants to fill out an application form. Complete the following application form for the job you are applying to.

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| --- | --- | --- | --- | --- |
| Personal Information | | | | |
| Last First | | | Email Address | |
| Street Address City Province Postal Code | | | Home Phone | Mobile Phone |
| Date of Birth | | Are you entitled to work in Canada? \_\_\_\_\_ Yes \_\_\_\_\_ No | | |
| Do you know someone currently working here? \_\_\_\_\_ Yes \_\_\_\_\_ No | | If yes, explain: | | |
| What position are you applying for? | | How did you hear about this position? | | |
| Expected Hourly Rate | | Date Available | | |
|  | |  | | |
| Prior Work Experience | | | | |
| Employer | | Job Title | | |
| Street Address City Province Postal Code | | | Telephone | |
| Name of Immediate Supervisor | | Reason for Leaving | | |
| Dates of Employment  From To | | May we Contact \_\_\_\_\_ Yes \_\_\_\_\_ No | | |
| Employer | | Job Title | | |
| Street Address City Province Postal Code | | | Telephone | |
| Name of Immediate Supervisor | | Reason for Leaving | | |
| Dates of Employment  From To | | May we Contact \_\_\_\_\_ Yes \_\_\_\_\_ No | | |
|  | |  | | |
| Education | | | | |
| High School | Most Recent Year Complete  8 9 10 11 12 | | Degree | |
| College/University | Most Recent Year Complete  1 2 3 4 | | Degree | |
| Trade School |  | |  | |
|  | | | | |
| References | | | | |
| Name | Relation/Position | | Telephone | |
| Name | Relation/Position | | Telephone | |
| Name | Relation/Position | | Telephone | |

**PART FIVE**: Interview Preparation

If your potential employers are happy with your application so far, the next step would likely be a job interview. We’ve practiced these, so use your feedback to improve for this project. Before you participate in an interview, you should make sure that you are prepared for success.

Using Google, search up the 5 common job interview questions (check out a variety of lists to make sure you have a good sense of the most common ones). For each question, write out how you would answer it.

1. Question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next, it is common for the interviewer to ask the applicant if they have any questions about the company/employer. Write down two questions that you would ask during the interview for the job you are applying to.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lastly, there are expectations for applicants that go beyond the questions and answers that are exchanged during an interview.

Answer the following questions on interview expectations. Use the internet if you need to.

1. For the job you are applying for in this project, describe how you would dress for the job interview.

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1. What should you do if you are going to be late, or miss your interview?

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1. Your interview is scheduled for 1:00 PM. What time should you arrive?

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1. How should you greet the manager or supervisor when you are first introduced?

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1. Should you have anyone accompany you for the interview, or dropping applications off? Why or why not?

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**PART SIX**: The Interview

Once you have prepared yourself, it is time to schedule your interview with your teacher.

Make sure to maintain interview expectations throughout the interview process. Remember that it is up to you to communicate why you should be hired for the job.

**PART SEVEN**: Reflection THIS IS ONLY DONE AFTER THE INTERVIEW IS!!!!!

1. Explain the things that you did well during your interview and the job application process.

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1. Would they hire you? Based on how things went, explain whether you believe you would be considered for this job.

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1. What are some things you could have done better during your interview and the job application process?

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