How do I apply for a job?

1. When applying for a job, the first step is to know what kind of job you want. If you haven't decided, use an interest assessment to find out what kind of things you're interested in and how they could relate to a job. An interest assessment can be found on the MN Careers web site at www.iseek.org/mncareers/do_life/interestassessment.

2. Next, call or visit the place(s) where you would like to work and ask for an application.

3. Fill out the application. It is important that you:

- Fill out the application neatly.
- Fill it out with black or blue ink. (Hint: practice with pencil)
- Type the application if possible.
- Fill out every question.
- Make a copy of the application. (Hint: use one for practice and the other to turn in). Be sure to keep a copy of the final version for your records.
- Use spell-check if possible and/or proofread it.

4. After you have filled out the application, it is very important that you hand it in on time, or inform the company that you will turn in the application late.

5. The company may call you for an interview. If you do not hear from them in one to two weeks, call to ask about your application status and check that they received it.