

# SEEKING EMPLOYMENT- APPLICATION PROCESS

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Naviance Student

## Lesson Tasks

Students will learn and practice the industry standard skills required to complete employment applications.

Students will complete a job application in Naviance for their community final interview.

# HOW DO I APPLY?

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# Types of Job Applications

How you apply for a job depends on the employer.

A job application can be completed in several ways:

- On the employer's website
- Submitting a paper application in person
- On mobile device using an app
- Submitting your resume and cover letter

# Online Applications

Digital applications allow you to put information directly into their system.

You may be asked to upload your resume and cover letter into the digital application.

Types of online applications:

- Job search website: [Indeed.com](https://www.indeed.com)
- Job board website: [Monster.com](https://www.monster.com)
- Employer's website

# Email Job Applications

Make sure that your email communications with potential employer are as professional as if you were in person.

Tips for email job applications:

- Have a PDF or other digital version of your resume and cover letter ready to go.
- Make sure your email includes a subject line. (*Example: Your name – Job Title*)
- Use appropriate language for your employer audience

[\\*Example format for an email application](#)

# Paper Applications

If you apply with a paper application and submit in person:

1. Use blue or black ink
2. Write legibly (or type)
3. Read through entire application and follow all directions
4. Have all important information ready.
  - Personal info: license numbers, social security number, Food Handlers card
  - Dates and addresses of all previous employers
  - Names and address of all schools attended
  - Names, addresses, and phone numbers of at least three (3) references
5. **DO NOT** say “fired” to explain why you left a job. Instead use something like “better job opportunity” or “returned to school”.
6. **PROOFREAD!**

# Picking up/ Submitting Paper Applications

- Go by yourself
- Take a bath or shower beforehand, clean your nails, use deodorant, brush teeth etc.
- Dress a little more formally than how employees dress at the company
- **DO NOT** wear hats, jeans, tank tops, shorts, sandals, revealing clothes
- Ask for 2 copies of paper application when initially picking up the application *(in case you make a mistake)*
- When dropping off the application, be sure you communicate what you are submitting and who needs to receive it.



# After Turning in Your Application

If you haven't heard back within 5-7 days, call and ask about the application process and timeline.

If you did not get the job or they aren't taking any new applicants at this time, ask if your application will be kept on file and/or if they think they will have more openings or be hiring in the future?

# Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password



[Naviance Student](#)

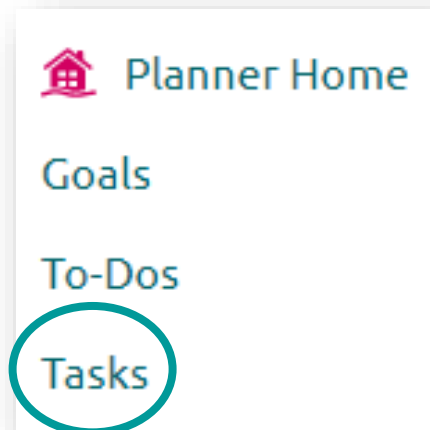
# TASK COMPLETION...

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# Complete the Task...

To complete the lesson task log into Naviance *Student*, click on **Planner > Tasks**.

Click the title of the task – **Complete General Job Application** to practice filling out an application.



# Naviance Questions?

If you have any questions, please contact [naviance@everettsd.org](mailto:naviance@everettsd.org).

Be sure to provide your name and school.

To check messages sent to you through Naviance *Student*, login and click the icon for your **messages** in the upper-right corner.



Messages