CAREER PLANNING

My Interests: _______________________________________________________
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My Skills: _________________________________________________________
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My Career Goals: ___________________________________________________
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How to get there: ___________________________________________________
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A GOOD EMPLOYEE IS

**Responsible:** Arrives to work on time, finishes the tasks you were given, calling your supervisor if you are sick or unable to make it into work, leaves work at the end of your shift. Use a phone alarm to know what time to leave your house to get to work on time.

**Customer Friendly:** Greeting the person with “Hello” or “Hi, how can I help you?”, pay attention to your facial expressions, listen to what they say. Practice saying these things and it will become easier.

**Dressed for the job:** Wear clean clothes or uniform if needed, the right shoes, showered and hair brushed. Have your work clothes ready the night before and then in the morning it will take less time to find them.

**Focused:** Work on one task at a time, connect with positive co-workers, use a timer, if your mind starts to wander count to 10 and bring your focus back to work, use a handheld fidget, have a task-list that you go through on each of your shifts.

**Cooperative:** Work with your manager or supervisor to plan for a successful work environment. Help your coworkers if you are able to, if there are problems at work try to find ways to make them better.

**Self-control:** Work with your manager or supervisor to plan for a successful work environment. Help your coworkers if you are able to, if there are problems at work try to find ways to make them better.
Your Name:
Your Address:
Your Phone Number:
Your Email Address:

Your Skills:

Your Work Experience:

Your Education:

References
Name:
Company:
Phone Number:
EXAMPLE JOB APPLICATION

Job you are applying for? ____________________________________________________
When can you start working? _____________________________________________

PERSONAL INFORMATION
Last Name: __________________________ First Name: __________________________
Address: __________________________________________________________________
City: __________________________ Province: ______ Postal Code: _______________
Home Phone: __________________________ City Phone: ________________________

EDUCATION
What school did you go to? ________________________________________________
What city was your school in? _____________________________________________
How many years did you go to this school? _________________________________
What was the last grade you completed? __________________________________

EMPLOYMENT HISTORY
Who was your last employer? ______________________________________________
When did you work there? _________________________________________________
What did you do there? ___________________________________________________
What is the employee’s address? ___________________________________________

REFERENCES
Name __________________________ Phone Number ___________________________
Name __________________________ Phone Number ___________________________
Name __________________________ Phone Number ___________________________

ACKNOWLEDGEMENT and AUTHORIZATION
I know that if I don’t tell the truth on this form, that I may not be interviewed for
a job. I also know that if I don’t tell the truth and get hired, that I might lose my
job for not telling the truth on this form.
Signature __________________________ Date _________________________