

EMPLOYMENT HANDBOOK

CAREER PLANNING

My Interests: _____

My Skills: _____

My Career Goals: _____

How to get there: _____

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.

RESUME TEMPLATE

Your Name:

Your Address:

Your Phone Number:

Your Email Address:

Your Skills:

Your Work Experience:

Your Education:

References

Name:

Company:

Phone Number:

EXAMPLE

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 employe'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 _____