

**Job Search #1-**

# **Looking For Work**

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**FUTURES THROUGH TRAINING**

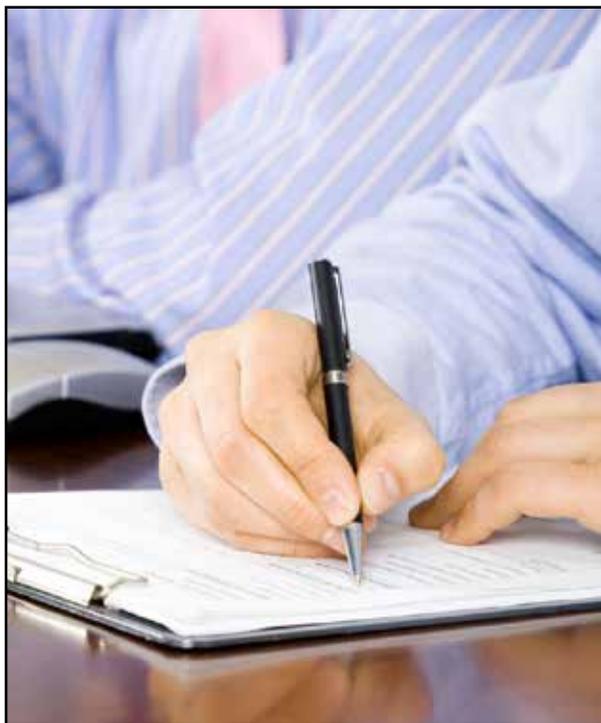
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**UTAH FARMWORKER PROGRAM**

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## Looking For Work - Application Information

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You are judged by your application. If your application gives a bad impression, you won't have a chance at getting an interview, much less a job.

Remember these rules when filling out an application:

1. Always use the same black or blue pen for the whole application.
2. Fill the application out completely. That means, include all previous employers, all skills, check every yes, or no square, and write something in every space provided for an answer. Even if the question doesn't apply to you, write something - an "N/A" is always appropriate, it means not applicable - or that question has nothing to do with me. Leaving blanks gives the impression that you don't finish what you start.

3. Do not cross-out, or scribble out mistakes. If you make a mistake, start a new application. Scribbles make your application look messy, and give the impression that you are careless, error-prone, and a messy worker.

4. Always take the names, addresses, and phone numbers of at least three people that are not related to you, and who think the world of you to write under references. Most applications have a space to write them in, so it's best to be prepared. Most applications also specifically say not to use family members as references. If you list family members, many employers will not hire you because this shows that you do not follow directions. If you leave the spaces empty, or put "N/A" in this area, most employers will not hire you, because many still contact references. Make sure your references adore you and your work before you put them down, because what they say about you can get you the job, or make you lose your chance.

5. Attach your resume, if you have one.

6. When you hand your application in, wear your most professional clothes, smile, ask when you can expect to hear about an interview, and thank the person. Your presentation of your application has to be positive, friendly, and professional, so that person will want to give you a job right then, or at least remember you when going through the applications and calling from interviews.

**Never Take Anyone  
Job Searching With You!**

## Looking For Work - Attire Information

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People make judgments based on how you look. If you dress poorly, people will assume that you are a poor worker. If you dress appropriately, more people will be willing to give you the benefit of doubt and accept that you may be competent.

Remember these rules when applying for work or going to an interview:

- 1.** Dress-up for all aspects of the job search. Judgments begin the moment you approach someone for an application, and continue right up through the interview. That means that any time you are going to be in contact with a potential employer, you need to look like someone they would want to work with. Men, a tie is always appropriate; Women, a skirt is preferable - even when asking if there are any jobs available.
- 2.** The body is as important as the clothes. Even if you have the most costly and elegant clothing, if the body underneath it is dirty, the hair in disarray, and there is a bad smell about you - you will not be considered. Always bathe, wash your hair, and body, shave, use deodorant, and comb your hair before looking for, or going to work.
- 3.** Dress for the job you want, not the job you have. Take some time and look at professionals on television, what kind of clothes are they wearing? How do they do their hair? What kind of a look is appropriate for work? Find examples of successful-looking people, and dress like them.
- 4.** Look in the mirror, and ask yourself, "Would I hire that person, based on their looks?" Before you go anywhere - look carefully in the mirror. Look at yourself. Ask yourself. If you don't look like the best person for the job, change your hair, your makeup, shave, put on clean clothes, change into your Sunday Best... whatever you are lacking - fix it BEFORE you go looking for work.
- 5.** The most important part of your outfit is your smile - so always wear it!

## Looking For Work - Pictures Of Appropriate Attire

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How you dress will affect how employers treat you when you go to them looking for work. Even if you feel self-conscious about dressing this way, you need to do it because non-agricultural employers expect this level of professionalism of their possible employees. If you aren't willing to wear the right clothes, then most employers aren't willing to give you a chance at a job at their company.

Here are some examples of what to wear when you go job searching:



# Looking For Work - Locations Of Job Listings

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There are many places to look for work. When you are looking for work, try different places, and methods. Some locations to look for job listings include:

## Print:

- Futures Through Training - Weekly Jobs Listings - available Monday Mornings
- Standard Examiner
- Box Elder News Journal
- Salt Lake Tribune
- Logan Herald
- Provo Herald
- Any Local Newspaper

## On-line:

- [statejobs.utah.gov](http://statejobs.utah.gov)
- [www.utahjobfinder.com](http://www.utahjobfinder.com)
- [www.getutahfarmjobs.com](http://www.getutahfarmjobs.com)

## In Person:

- Department of Workforce Services
- Job Searching Day - go to all local employers and put in as many applications as possible.
- Job Fairs
- Always pay attention to "Help Wanted" signs.

## Referrals:

- Talk to family and friends about where they have heard is hiring - apply the same or the next day if they tell you somewhere
- Whenever you go out, ask the clerks at stores, and gas stations if they have heard of any jobs



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