

#ASDNext

Applying For A Job

This information sheet provides tips and suggestions to prepare for the job application process.

Decide what type of job you want. This could be full-time, part-time, or seasonal work

Know the different ways to apply. These include online, in person, or on paper

Look for jobs that interest you. You can look for jobs online, on social media, through friends, in newspapers, or in person

Download a sample application and practice filling it out

Write a resume and cover letter, if needed

Research the job and make sure you are good at it and qualified

Complete the job application

Double check your application for mistakes

Contact the employer after one week if you have not been contacted for an interview

BE PREPARED

Gather information you will need to fill out an application. This generally includes:

PERSONAL INFORMATION

- Name
- Address, city, state, zip code
- Phone number
- Email address
- Social security number
- If you are you eligible to work in the US
- If you have you been convicted of a felony

EDUCATION AND EXPERIENCE

- Schools you have attended, degrees, and graduation date
- Skills and qualifications

EMPLOYMENT HISTORY

- Past and current employer
- Address, phone, email
- Supervisor's name
- Your job title and responsibilities
- Starting and ending dates of employment
- Reason for leaving

REFERENCES

- Name
- Job title
- Company
- Address, phone, email

AVAILABILITY

- Days and hours available
- Date you are available to start work

This information sheet was developed by ASERT for #ASDNext.

For more information, please contact ASERT at 877-231-4244 or info@asdnext.org.

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