

Completing a Job Application

Helpful Guidelines.

- **Read First.** Read the entire application first before completing anything.
- **Prepare Ahead.** Make things easier by gathering the information you may need ahead of time. For example, previous employers' phone numbers and references.
- **Make it Clear/Complete.** Write things clearly so others can read. Always fill out the application as completely as possible.

Important Things to Consider.

- **Training/Activities:** List any training or relevant school courses that may relate to the position. Be sure to include any organizations, clubs, or volunteer experience that may also apply.
- **Employment History:** Always begin with your current or most recent employer. If this is your first job and you don't have a job history, highlight your unpaid experiences.
- **"Comments" Section:** Use this section to express why you want to work for the Lake County Forest Preserves, or what you can bring to the job—tell us what makes you stand out.

References are Key.

- **Ask First.** Always get permission from a reference before using them and let them know what position you applied for, and what organization might be calling.
- **Quality Counts.** Make sure your reference knows you well enough to talk about the strengths and skills that you can bring to the position.

Spend Your Summer with Us!



Employment Hotline: 847-968-3233

Lake County Forest Preserves

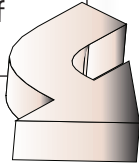
www.LCFPD.org



Preparing for an Interview

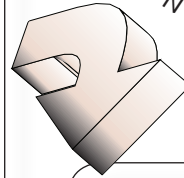
The Interview.

- **Nervous is OK.** Everyone gets nervous. A little nervousness at the interview is OK.
- **Sell Yourself.** There's no one better to "sell you" than yourself. Be polite and sell your qualities. You should be doing most of the talking during the interview.
- **Think, then Answer.** Take a moment to think of your response before answering. Try not to answer just "yes" or "no", and don't be afraid of some silence.



Questions: Get to Know the Job You Want.

- **Any Questions?** Most interviewers will ask if you have any questions they can answer for you. Take this as an opportunity to show you are interested in the position and ask questions you may have.
- **Be Prepared.** It's a good idea to bring a list of questions you may have about the position to the interview. Being prepared shows you are interested and helps you remember those details that may just skip your mind at the time.



Worthwhile Follow-Up.

- **Tell Us You're Interested.** If after the interview you are still interested in the position, send a letter or e-mail to the interviewer thanking them for the time they spent with you. It shows good etiquette and lets us know your interest.

